IMPORTANT FEE PAYMENT INFORMATION
Fall 2015

Before Classes Begin – Thursday, August 13th
  • Excess financial aid will be available in the bank of your choice if the Direct Deposit process was complete and accurate prior to the financial aid refund process. Direct Deposit must be set up by Monday, August 10th in order to receive excess aid into the bank account of your choice on August 13th.

1st Class Day – Monday, August 17th
  • Excess financial aid checks available for pick-up at Cashiering Services
  • All checks not picked up by Friday, August 21st will be mailed to the student’s mailing address.
    o Verify your current mailing address with the Registration Office

5th Class Day – Friday, August 21st – Fee Payment Due Date
  • Students must be paid in full by 5:00 p.m. CT to avoid an administrative fee.
  • Students will NOT be dropped from scheduled courses.
  • $50 administrative fee charged to all students with an account balance greater than $100 by 5:00p.m. CT

10th Class Day – Friday, August 28th – Last Day for Tuition Refund
  • Any student wishing to withdraw from the University MUST initiate the withdrawal process through the Registration Office by this date to avoid charges.

Sunday, September 20th
  • Any account balance greater than $100 without a signed payment plan on this date will be charged a $50 late fee.
  • $50 late fee if payment not received on payment plan.

Tuesday, October 20th
  • Any account balance greater than $100 without a signed payment plan on this date will be charged a $50 late fee.
  • $50 late fee if payment not received on payment plan.

Friday, November 20th
  • Any account balance greater than $100 without a signed payment plan on this date will be charged a $50 late fee.
  • $50 late fee if payment not received on payment plan.

Sunday, December 20th
  • Any account balance greater than $100 will be charged a $50 late fee.

Financial aid must be authorized AND disbursed to the students University account to be considered a payment. Students can check their Buzz In account to see if Financial Aid was applied to their University account.

All prior semester charges must be paid before a student can initiate Fall fee payment.

All fee payment information is available at www.emporia.edu/busaff.