



SE REFUND POLICY
FALL 2011

NOTICE: Southeastern Oklahoma State University does NOT automatically cancel a student's enrollment for nonpayment of tuition/fees or for non-attendance of classes.

RESPONSIBILITY FOR TUITION/FEES

Once you have selected classes and have enrolled/pre-enrolled, you are considered to be “officially enrolled” and are responsible for all tuition/fees incurred. If you choose to not attend the University, you must OFFICIALLY WITHDRAW from classes with the Registrar’s Office. Complete withdrawal from the institution is the sole responsibility of each student and must be completed in person or in writing. If you fail to officially withdraw or drop by the refund deadline, you will receive F's for that semester and will still owe all tuition and fees—this can impact your credit rating! Written withdrawal or drop requests may be made in person (A100), by mail (1405 N 4th, PMB 4139, Durant, 74701), or by fax (580-745-7472) with the Registrar’s Office. Please contact the Registrar’s Office at 580-745-2165 for more information.

| <u>Refund Periods for Fall 2011</u> | <u>Refund Amount</u> |
|--|----------------------|
| Prior to the Beginning of Semester* | 100% Refund |
| Prior to the Start Date of the Course* | 100% Refund |
| August 15-19, 2011* | 100% Refund |
| After August 19, 2011* | NO REFUND |

**Block/Short Term/Interim(between semester) classes will have a shorter refund and drop period.*

FINANCIAL ASSISTANCE DISTRIBUTION

Be sure to read the E-mail from Higher One Debit MasterCard with details about the *SE Debit Card*, or visit www.SEDebitCard.com to choose your refund method. The SE Debit Card will be mailed to your address on file in the Registrar’s Office. Addresses and information may be verified on CampusConnect www.se.edu/campusconnect. You may check on CampusConnect under “Student Info” and “View/Pay Account” (www.se.edu/campusconnect) to see if your financial assistance has been processed.

| <u>Financial Assistance Disbursements</u> | <u>Date</u> |
|---|------------------------|
| <i>Initial Disbursement (SE Debit Card from Higher One)</i> | August 26, 2011 |
| After Initial Disbursement Date | Each Tuesday & Friday |

TUITION REFUNDS

Any refunds due to students as a result of class changes will be refunded on August 23, 2011.

PAYMENT OF TUITION AND FEES

Tuition and Fees are due in full on or before **August 15, 2011**, unless covered by financial assistance. You may go to CampusConnect www.se.edu/campusconnect to view Financial Aid, view/pay Account Balance or to Pay in Full. Payments by mail may be sent to: SE Business Services Office, 1405 N. 4th PMB 4216, Durant, OK 74701. Partial payments with a Debit/Credit Card may be made by calling 580-745-2350. Collection costs will be applied on unpaid balances after August 31, 2011. If you have any questions concerning payment of tuition and fees, please contact the Business Services Office (located in Hallie McKinney) at 580-745-2350.

Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.