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, 74701-0609), or by fax (580-745-7472) with the Registrar’s Office. Please contact the Registrar’s Office at 580-745-2165 for more information.

<table>
<thead>
<tr>
<th>Refund Periods for Spring 2014</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the Beginning of Semester*</td>
<td>100% Refund</td>
</tr>
<tr>
<td>Prior to the Start Date of the Course*</td>
<td>100% Refund</td>
</tr>
<tr>
<td>January 13-17, 2014*</td>
<td>100% Refund</td>
</tr>
<tr>
<td>After January 17, 2014*</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

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

Beginning Fall 2013, students who are reported as “never attended” in all courses during the initial attendance certification of the semester will have their enrollment administratively cancelled. The Administrative Cancellation Policy applies to the student’s total enrollment only and occurs within the first four weeks of the semester.

FINANCIAL ASSISTANCE DISTRIBUTION
Be sure to read the E-mail from Higher One Debit MasterCard with details about the SE Debit Card, or visit https://sedebitcard.higheroneaccount.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.

Financial Assistance Disbursements Date
Initial Disbursement (SE Debit Card from Higher One)............January 29, 2014
After Initial Disbursement Date.................................Each Wednesday

TUITION REFUNDS
Any refunds due to students as a result of class changes or drop completed on or before January 17, 2014 will be able to pick up their check at the Business Office (Hallie McKinney) on January 22, 2014 after 2 p.m.

PAYMENT OF TUITION AND FEES
Tuition and Fees are due in full on or before February 20, 2014. 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 Office, 1405 N. 4th PMB 4216, Durant, OK 74701-0609. Partial payments with a Debit/Credit Card may be made by calling 580-745-2350. Collection costs (late fees) of $25.00 + 1.5% will be applied on unpaid balances on February 28, 2014. If you have any questions concerning payment of tuition and fees, please contact the SE Business Office (located in Hallie McKinney) at 580-745-2350.

HOUSING AND MEALS
Please be aware that withdrawing from classes does not automatically cancel your Residence Hall & Food Service (RH&FS) Agreement. If you have submitted a RH&FS Agreement, you must cancel it in writing, using the RH&FS Agreement Cancellation form, which can be found on the Residence Life webpage at www.se.edu/residence-life. Please refer to the RH&FS Agreement Terms & Conditions for applicable charges. Please contact the Residence Life Office at 580-745-2948 if you have any questions.

Housing and Meal Charges are due January 2, 2014
Move In date will be January 11, 2014 for Freshman Students and January 12, 2014 for Returning Students.

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.