



## ***SE REFUND POLICY*** ***SPRING 2012***

**NOTICE:** Southeastern Oklahoma State University does NOT automatically cancel a student's enrollment for non-payment 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 4<sup>th</sup>, 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.

<b><u>Refund Periods for SPRING 2012</u></b>	<b><u>Refund Amount</u></b>
Prior to the Beginning of Semester*.....	100% Refund
Prior to the Start Date of the Course* .....	100% Refund
January 11-18, 2012* .....	100% Refund
After January 18, 2012* .....	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](http://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](http://www.se.edu/campusconnect). You may log-in to CampusConnect and select the Student Info tab and the View/Pay Account tab ([www.se.edu/campusconnect](http://www.se.edu/campusconnect)) to check the processing of your financial assistance.

<b><u>Financial Assistance Disbursements</u></b>	<b><u>Date</u></b>
<b><u>Initial Disbursement (SE Debit Card from Higher One)</u></b> .....	<b><u>January 27, 2012</u></b>
After Initial Disbursement Date .....	..Each Wednesday

### **TUITION REFUNDS**

Refunds due for classes dropped or changed on or before January 18, 2012 will be available for pick-up at the Business Office (Hallie McKinney) on Wednesday, **January 25, 2012** after 2p.m.

### **PAYMENT OF TUITION AND FEES**

Tuition and Fees are due in full on or before Wednesday, **January 11, 2012** unless covered by financial assistance. You may go to CampusConnect [www.se.edu/campusconnect](http://www.se.edu/campusconnect) to view Financial Aid, view/pay Account Balance and/or Pay in Full. Payments by mail may be sent to: SE Business Office, 1405 N. 4<sup>th</sup> 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 to unpaid balances on February 29, 2012. If you have any questions concerning payment of tuition and fees, please contact the Business Office at 580-745-2350.

### **PAYMENT OF HOUSING AND MEALS**

Payment for the Spring 2012 semester Housing and Meal charges will be due Wednesday, **January 4, 2012**. Move-in date will be January 9<sup>th</sup> for New Resident Students and January 10<sup>th</sup> for Returning Resident Students. Contact Residence Life at 580-745-2948 for more information.

### **CHANGE OF MAILING STATEMENTS**

In effort of GOING GREEN, beginning with the Spring 2012 Semester, Southeastern will no longer be mailing statements to students. **Students will need to print their statements from CampusConnect** at [www.se.edu/campusconnect](http://www.se.edu/campusconnect), log on with student information, select the Student Info tab, and the View/Pay account tab. This option will allow you to view and/or pay your account and print statements.

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.