



NOTICE: Student enrollments are NOT automatically cancelled for non-payment of tuition/fees.

Responsibility for Tuition/Fees

Students who have enrolled/pre-enrolled 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** with the Registrar’s Office. Complete withdrawal from the institution is the sole responsibility of the student and must be completed in person or in writing. **Failure to officially withdraw or drop by the refund deadline may result in all F's for the semester and owing all tuition and fees—this can impact your credit rating!** Students who are reported as “never attended” in a course during the initial attendance certification period may be administratively cancelled from that course. The Administrative Cancellation Policy applies to courses a student is reported as “never attended” in where the student responds to the warning emails regarding non-attendance. Responsibility to officially withdraw or cancel enrollment remains with the student. Please contact the Registrar’s Office at (580) 745-2165 or registrar@se.edu for more information.

<u>Refund Periods for FALL 2022</u>	<u>Refund Amount</u>
Prior to the Beginning of Semester*	100% Refund
Prior to the Start Date of the Course*	100% Refund
August 22-26, 2022*	100% Refund
After August 26, 2022*	NO REFUND

**Block/Short Term/Accelerated (7 week) courses will have a shorter refund and drop period. See the SE Academic Calendar for additional drop/add deadlines. <https://www.se.edu/registrar/academic-calendar/>*

Financial Aid Disbursement

Students who receive financial aid awards in excess of their account balance may receive a disbursement (refund) of that excess. The excess refund will be disbursed to the students designated direct deposit account with Touch Net/ECSI. Electronic refunds can be designated in Colleague Self Service, <https://selfservice.se.edu/Student>, under the Student Finance section by choosing the Make a Payment option. Financial aid refunds are issued every Wednesday by the Business Office. Please allow 1-2 business days for the direct deposit from Touch Net/ECSI.

<u>Financial Aid Disbursement</u>	<u>Date</u>
Initial Disbursement	September 14, 2022

Tuition Refunds

Any student with a refund due as a result of course changes will be issued a refund to the designated direct deposit account on file with Touch Net/ECSI on September 14, 2022. Direct deposit designation can be set up in Colleague Self Service under the Student Finance section by choosing the Make a Payment option.

Payment of Tuition and Fees

Tuition and Fees are due in full on or before **the first day of class** unless covered by financial assistance. **Southeastern does not mail tuition statements.** All non-resident and in state tuition waivers will be applied to statements of eligible students after the initial drop/add period ends for each term. Students may view or print their current statement and make a payment on Colleague Self Service under Student Finance. To view financial aid information on Colleague Self Service, select Financial Aid. Payment Plans are also available through Touch Net. Payments by mail may be sent to: SE Business Office, 425 W. University Blvd., Durant, OK 74701. Partial payments with a Debit/Credit Card may be made through Colleague Self Service. **Late fees will be applied on unpaid balances after September 30, 2022***. If you have any questions concerning payment of tuition and fees, please contact the SE Business Office at (580)745-2851 or businessoffice@se.edu. ***Please refer to the Academic Calendar for important due dates on block/short term/accelerated (7 week) courses.**

Housing and Meal Plans

Failing to check into your assigned room and/or non-enrollment/withdrawing from classes does not automatically

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cancel your **Housing Contract**. *If you have submitted a Housing Contract and need to cancel it, you must terminate your contract within the SE Housing Portal and must follow all check-out steps outlined. Only a **written confirmation of the contract termination (and key return if one was issued)** will be considered valid.* Please refer to the **Housing Contract Terms and Conditions** for details regarding applicable charges. You may contact the Housing and Residence Life Office if you have additional questions.

SE Housing & Residence Life

Email: Housing@se.edu | Phone: 580-745-2948

Virtual Office Hours:

Regular Business Days: 9AM – 12PM; 1PM – 4pm

<https://zoom.us/j/98429923478>

Residence Halls are intended to house currently enrolled students, unless written authorization is granted by the Director of Housing & Residence Life. Continuing Resident Students are expected to pay their past University charges in full to be eligible for continued Residence Hall occupancy. Students who have unpaid charges from a completed semester, will not be granted continued occupancy, and may be restricted from accessing their room until the unpaid charges are addressed with the SE Business Office.