



NOTICE: Student enrollments are NOT automatically cancelled for nonpayment 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 only 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 SPRING 2023</u>	<u>Refund Amount</u>
Prior to the Beginning of Semester*	100% Refund
Prior to the Start Date of the Course*	100% Refund
January 9-13, 2023*	100% Refund
After January 13, 2023*NO REFUND

*Block/Short Term/Accelerated (7 week) classes 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 Assistance Distribution

Students who receive financial aid awards in excess of their student account balance may receive a disbursement (refund) of the excess funds. 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 (**except for the initial disbursement**) by the Business Office. Please allow 1-2 business days for direct deposit and 7-10 business days for paper check to receive the refund from Touch Net/ECSI.

<u>Financial Assistance Distribution</u>	<u>Date</u>
Initial Disbursement (via Touch Net refund preference).....	January 27, 2023

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 January 27, 2023.

Payment of Tuition and Fees

Tuition and Fees are due in full on or before **January 9, 2023**, unless covered by financial aid or assistance. **Southeastern does not mail tuition statements.** All non-resident tuition and in-state tuition waivers will be applied to statements of eligible students after January 13, 2023. 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. 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 February 28, 2023***. If you have any questions concerning payment of tuition, fees, room, or meal plan charges, please contact the SE Business Office at (580)745-2851 or businessoffice@se.edu.

*Block/Short Term/Accelerated (7 week) classes will have different payment due dates. See the SE Academic Calendar for payment due dates for Block, Term I and Term II classes.

Housing and Meal Plans

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