SE Business Office Fall 2014 Announcement
Susan Chalk
Sent: Wednesday, July 09, 2014 5:20 PM
To: Faculty Mailing List; Staff Mailing List

SE REFUND POLICY

NOTICE: Southeastern Oklahoma State University does NOT automatically cancel a student’s enrollment for nonpayment of tuition/fees.

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.

Refund Periods for FALL 2014 Refund Amount
Prior to the Beginning of Semester*........................................ 100% Refund
Prior to the Start Date of the Course*................................. 100% Refund
August 18 - 22, 2014*............................................................ 100% Refund
After August 22, 2014*........................................................... NO REFUND

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

Financial Assistance Disbursements Date
Initial Disbursement (SE Debit Card from Higher One)......September 5, 2014
After Initial Disbursement Date.............................................. Each Wednesday

TUITION REFUNDS
Any student with a refund due as a result of class changes or dropped classes will be able to pick up a check at the

https://storm.se.edu/owa/?ae=Item&t=IPM.Note&id=RgAAAADXkrwijTCHSZwA92N4E... 7/10/2014
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. You may go to CampusConnect www.se.edu/campusconnect to view Financial Aid, view Account Balance or to make payments. Payments by mail may be sent to: SE Business 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 Cost will be applied on unpaid balances on September 30, 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.

In effort of GOING GREEN, beginning with the Spring 2012 Semester, Southeastern no longer mails statements to students. Students will need to print their statements from Campus Connect at 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.

HOUSING AND MEALS

Please be aware that withdrawing from classes does not automatically cancel your Residence Hall (RH) 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 August 7, 2014

Move In date will be August 16th for Freshman Students and August 17th for returning Students.

Thank You,
Susan Chalk
Director of Business Office/Bursar
Southeastern Oklahoma State University
1405 Nth 4th St. PMB 4216
Durant, OK 74701

Phone 580-745-2350
Fax 580-745-7109

https://storm.se.edu/owa/?ae=Item&t=IPM.Note&id=RgAAAADXkrwijTCHS ZwA92N4E... 7/10/2014