

1. Tuition/Fee Payment Schedule: Invoices are NOT mailed.

August 17, 2009, students must have completed **one** of the following criteria to prevent cancellation of their fall registration:

- 1) Payment of tuition/fees in full.
- 2) Pay a minimum of \$300 on tuition/fees to 'hold' your registration.
- 3) Have a financial aid award sufficient to meet the payment requirement of \$300.
- 4) Have a payment plan contract in place with Nelnet Business Solutions (NBS), formerly FACTS. Go to www.mnstate.edu, click on eservices, login (ID & PIN required) and select Bills and Payment.
- 5) Have a Third-Party authorization on file with the MSUM Business Office (DVR, Military Assistance, Employee Contractual Tuition Waiver, etc.)

August 24 through August 28, 2009, make your registration changes. The Free Drop/Add Period is **5 days**.

September 2, 2009 DUE DATE FOR PAYMENT of remaining Tuition/Fees AND a minimum of one-half of Residence Hall charges not covered by financial aid or a NBS payment contract.

Complete eCheck or Credit Card payments (Visa or MasterCard) online at www.mnstate.edu. Click on eservices, login (ID & PIN required) and select Bills and Payment. Check, credit card or money order payments can be made by mail or in person at the Business Office Cashier windows, (Owens 106).

Housing (room and board) costs can be paid in installments. For more details, contact the Housing Office in Ballard Hall, Phone: 218-477-2118.

Financial Aid is applied to your fall bill on August 31, 2009. Aid Overage Funds will be direct deposited beginning September 2, 2009. **Aid overage checks will NOT be disbursed at the Business Office cashier windows.** These checks will be **MAILED** to local addresses starting September 2, 2009 and continuously through the term.

Note: Pell Grant payments will be based on August 28, 2009 registration. **Other grants/scholarships may still be adjusted for added and dropped credits.**

2. A \$50.00 Late Fee is charged on all term charges not paid by September 2, 2009. An additional **\$30.00 Account Management Fee** if the balance is not paid in full by mid-term, October 9, 2009. Students contracted with **Nelnet Business Solutions (NBS)** to complete their term payment are exempt from late fee charges. [See Option 4 on the Payment Instructions and General Information page.](#)

Process all drop/add changes before 4:00 p.m. August 28, 2009

All classes NOT DROPPED by August 28, 2009 become charges owed and must be paid.

3. If you decide **NOT** to attend Fall Semester 2009, you must **DROP** all your registered classes by **FRIDAY, August 28, 2009, using one of the following methods.**

- ◆ On the WEB at **www.mnstate.edu**
- ◆ In person at the Records Office (Owens 104) Phone: 218-477-2565

Note: If you have a Housing contract, you must also contact the Housing Office directly at 218-477-2118.

AFTER AUGUST 28 :

Process an official withdrawal from all classes by contacting the Counseling Center (Bridges Hall, Room 260), Phone: 218-477-2227. You may qualify for reduced tuition and fee charges or a refund. You may also process your withdrawal on line, but refunds will be delayed. **If you leave the university without processing a withdrawal you will be given all F grades and may be required to repay a portion of financial aid.** The last day to withdraw from classes is November 12, 2009.

4. Total withdrawal from the University for students NOT receiving Title IV aid (Pell, ACG, SMART, SEOG Grants, Subsidized, Unsubsidized, Perkins or Plus Loans) will be granted a State Refund or charge reduction of tuition and fees based on the following schedule:

August 24 – August 28	100%	(Free Drop Days)
August 29 – September 4	75%	
September 5 – September 14	50%	
September 15 – September 21	25%	
After September 21	0%	

Title IV aid recipients who withdraw before 60% of the term is complete will have refund dollars repaid to their aid sources.

NOTE: Some students may owe a personal repayment for the unearned portion of the aid they received as determined by a Federal refund calculation. Students can contact the Business Office before withdrawing to determine the effect on their aid.

5. Update your local and/or permanent address through the Web Registration site, under student, and address maintenance, **OR** with the Records Office in Owens Hall 104. Incorrect addresses result in major delays receiving overage checks, financial aid and other important information.