Billing Information

**Payment Deadline:** Review your invoice and remit payment in full by the required due date, **July 31, 2016.** Classes will be cancelled for non-payment **August 19, 2016.**

**Payment Plan:** If you have a balance due and are unable to make payment in full by the due date, you must sign up for the Monthly Payment Plan (MPP). There is a non-refundable $150 annual application fee (charged at $75/semester) to participate in the MPP. **20% of the enclosed statement balance is due with the plan by July 31, 2016.** Any payments made prior to processing the MPP into Banner will count toward the initial commitment payment. First year students may make early payments after deposited.

For those families desiring to spread out the first semester charges with payments beginning in May or June, divide the net tuition due after scholarships and grants by eight if the payments begin in May or by seven if payments begin in June, to calculate a monthly payment amount. In August, prior to the start of classes, after all charges and financial aid are updated, a Monthly Payment Plan form must be completed, which will recalculate the remaining payments needed through the 15th of December.

**Payment types:** Stetson University accepts the following forms of payment in our office: personal and bank checks, cash, and money orders. We accept e-check payments online via your my.stetson.edu or our website: https://secure.stetson.edu/forms/administration/student-accounts/payment/. **All credit or debit card payments must be made online and are subject to a 2.5% convenience fee.**

**Additional Charges:** New charges or credits posted to the student's account will be billed monthly and will be due upon receipt of the bill on which the charges appear. If you are on the MPP, the amount will be adjusted on the next statement. It will not be incorporated into the MPP.

**Financial Aid:** If the financial aid award differs from your award letter you may view your financial aid award in Banner Web or contact the Office of Financial Planning at (386) 822-7120 for assistance. Please ensure that all documents have been completed prior to your arrival on campus to avoid any delays.

**Consent to Release Records:** The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. By completing this authorization and consent form, a student may grant permission to authorized personnel of the University to release some or all of their education records to a parent(s). You may access the form via the Registrar: http://www.stetson.edu/administration/registrar/media/documents/ferpa/education-records-release.pdf.

**Activation:** Your activation will be based upon your payment to Stetson University. You must either pay your account balance in full or be on the MPP for your registration to be activated. **Non-activated accounts will be purged from registration August 19, 2016.**