

Dual Credit Office
 One University Plaza, MS4695
 Cape Girardeau MO 63701
 PHONE: (573) 986-6179
 FAX: (573) 651-2612



Please print legibly and use black INK only

Gender*: F ___ M ___ Date of Birth: _____ SSN: _____ Student ID Number: 50
Required

Citizenship Status: U.S. Citizen Non-Citizen Resident Alien Undocumented Citizen/Deferred Action (DACA)

Has either of your parent(s) or guardian(s) graduated from a four-year college or university? Yes No

Are you Hispanic or Latino?*: Yes No

Select one or more of the following*: American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

High School Name: _____ Year of Graduation: _____

Student's Full Legal Name: _____ Student Email: _____

Parent(s) Name(s): _____ Parent Email: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Day Phone: _____ Evening Phone: _____

*Questions regarding race and gender are optional, but important in determining the effectiveness of efforts related to the provision of educational opportunity. Providing this information is optional and your answers will not be used in determining admissions.

NOTE: A non-refundable application fee of \$30 will be applied to your bill during your first semester of enrollment in Southeast coursework.

Course (EN 100)	Section	Web Y/N	Course Title	Credit Hours	FOR OFFICE USE ONLY	
					CRN	Received

Fees can be found online at www.semo.edu/sfs/fee-schedule and are subject to change by the Board of Regents without prior notice.

INFORMATION TO BE COMPLETED BY HIGH SCHOOL

GPA: _____ on a scale _____ Class Rank: _____ out of _____

ACT Scores: Math _____ English _____ Composite _____ ACT Month/Year: _____

English Placement Score: _____ Math Placement Score: _____

Qualifies for Free/Reduced Lunch Yes No Students must qualify for free/reduced lunch prior to the start of their first semester to receive an application fee waiver.

To enroll in coursework, students must have an average 3.0 GPA and submit an official high school transcript. Students with a minimum 2.5 average GPA may be considered for admission by including an "exception letter" of recommendation from the principal. This student meets enrollment requirements for Early College Credit/Dual Credit as set forth in the Early College Credit program guidelines in the bulletin and is recommended for admission.

Counselor or Principal Signature: _____ Date _____

***** ATTENTION COUNSELOR *****

IF THE HIGH SCHOOL IS PAYING ANY OR ALL FEES, A BILLING REQUEST FORM MUST BE OBTAINED FROM STUDENT FINANCIAL SERVICES
 PHONE: (573) 651-2253 / EMAIL: SFSAGENCY@SEMO.EDU

Certification and Information Release Authorization

I agree that my student record, which includes academic and financial information, may be shared with my school officials and parents as long as I am enrolled as a dual credit/early college credit student at Southeast Missouri State University.

Student Signature _____ Date _____

I understand my child/dependent has signed up for the above course work in order to receive college credit and acknowledge that I am responsible for payment to his/her account. Therefore, I agree to the terms and conditions of policies and procedures set forth by Southeast Missouri State University.

Parent Signature _____ Date _____

The first payment due date of the Spring 2019 semester is January 18, 2019.
Please pay close attention to your billing statement regarding payment due dates to avoid any late fees and/or class cancellation.

Payment Methods and/or Enroll in Installment Payment Plan

In person: Cash, check, and credit/debit card* payments can be made at the Cashier's Office in Academic Hall.

Online: Credit/debit card* and checking/savings account payments can be made online through the Southeast portal.

**MasterCard, Visa or Discover*

A 2.5 percent service fee will be assessed (up to a maximum of \$50 per transaction) for all credit or debit card transactions

Payment Options

1. Payment in full
2. Installment Payment Plan (IPP): visit semo.edu/sfs/options for additional information and IPP Terms & Conditions

Installment Payment Plan (Spring 2019):

Calculates ALL CURRENT SEMESTER CHARGES for the installment amounts.

Options available (plus non-refundable enrollment fee):

- 2-Payment IPP \$15 (Due January 18, February 20)
- 3-Payment IPP \$20 (Due January 18, February 20, March 20)
- 4-Payment IPP \$25 (Due January 18, February 20, March 20, April 18)

Installment Payment Plan (IPP)

Enrollment in the IPP is per semester. You must indicate by the first payment due date of each semester which IPP option you have chosen to enroll in. You may enroll in the IPP option by submitting your first payment through one of the options listed above.

IPP Sample Calculation

(Estimated cost, based on 6 hours of enrollment)

Tuition Fees (\$95.00* x 6)	\$570.00*
<u>Divide by 4 (4-IPP option)</u>	<u>÷ 4</u>
Subtotal	\$142.50
<u>IPP Fee (4-IPP option)</u>	<u>\$ 25.00</u>
First Payment Due January 18, 2019	\$167.50#

**Based on 2018-19 Dual Credit Fees (\$95.00/credit hour)*

#Subsequent installments may increase as additional charges are added to the account (i.e.: Textbook Rental and admission application fee)

Additional fees may apply (semo.edu/sfs/fee-schedule).

All Fees are subject to change by the Board of Regents without prior written notice.

Alert

Email: Student Financial Services communicates with students through your University assigned email account. Students are responsible for all information sent to them via the email account. Check your student email regularly to ensure that you are not missing important billing information.

Steps to View your Student Account Online

1. Log in to the Student Portal (<http://portal.semo.edu>)
2. Select your **Student SS** tab, at the top.
3. Scroll down to the "**Student Financial Services**" section, on the left (in red).
4. Click "**Pay/View my Bill.**" (a new window will open)
5. Choose the "**Pay/View my Bill**" button. (a new window will open again)
6. Choose the "Select" button, next to "Account Summary."

Student Financial Services

One University Plaza, MS 3740 / Cape Girardeau, MO 63701 / Academic Hall 019 / T: 573.651.2253