

**SCHEDULE AND BILLING  
INFORMATION  
FALL 2020**

**Priority Registration:** Students who have registered for classes on or prior to July 13, 2020 for the Fall 2020 semester must have all fees and charges (including housing and meals) paid by August 3, 2020. Failure to pay your account balance by August 3, 2020 may result in late fees and CANCELLATION of your class schedule.

**Late Registration:** If you enroll or add Fall 2020 classes after July 13, 2020, you must have all related fees and charges resulting from this activity (including housing and meals) paid by September 1, 2020. Failure to pay your account balance by September 1, 2020 may result in late fees and CANCELLATION of your class schedule.

**NOTE:** You may not receive a billing statement for this registration activity. Please review your online SEMO-Pay account for charge & payment detail.

**For additional information, visit [semo.edu/sfs](http://semo.edu/sfs)**

**FINANCIAL AID**

Your bill may reflect financial aid as a reduction (credit) to the amount owed. If shown, this aid has been “confirmed” based on your eligibility as of the date on the printed bill.

Although reflected as a credit, this aid has not been officially disbursed to your account and will be recalculated based on enrollment and eligibility at the time of disbursement. If you have applied for and accepted financial aid and it is not reflected on your bill, please contact SFS at (573) 651-2253.

If your financial aid has been applied towards your charges and an outstanding balance remains, see the back of your bill or visit our website at [semo.edu/sfs/options](http://semo.edu/sfs/options) for payment options.

**DROPPING COURSES**

If you are considering dropping a class or withdrawing from the University, you may want to review the refund policy for tuition and general fees for dropped courses at [semo.edu/sfs/refunds](http://semo.edu/sfs/refunds).

Review the “[Student Financial Calendar](#)” for specific refund dates.

Dropping a class or withdrawing may affect your financial aid eligibility for the current and/or future semesters. Please review the Satisfactory Academic Progress policy at: [semo.edu/sap](http://semo.edu/sap)

**FALL 2020  
DATES TO REMEMBER  
AUGUST 24–DECEMBER 18, 2020**

<b>Fall 2020 Payment Due</b> .....	<b>Mon, Aug 3</b>	2nd 8 week session begins .....	Mon, Oct 19
Textbook Rental Opens .....	Mon, Aug 17	Homecoming .....	Sat, Oct 31
Fall 2019 Classes Begin .....	Mon, Aug 24	<b>IPP Payment Due</b> .....	<b>Mon, Nov 2</b>
Last Day to Drop Full Semester Class with 100% Refund .....	Fri, Aug 28	Last Day to Drop Full Semester class without failing grades .....	Fri, Nov 20
<b>PAYMENT DUE for classes added after July 13</b> .....	<b>Tues, Sept 1</b>	Thanksgiving Break .....	Wed, Nov 25-Fri, Nov 27
Labor Day (No Classes) .....	Mon, Sept 7	<b>IPP Payment Due</b> .....	<b>Tues, Dec 1</b>
Last Day to Drop 1st 8 week class without failing grades .....	Fri, Sept 25	Final Exams .....	Mon, Dec 14-Fri, Dec 18
<b>IPP Payment Due</b> .....	<b>Thurs, Oct 1</b>	Commencement .....	Sat, Dec 19

**SOUTHEAST EMAIL & ONLINE SERVICES**

The University routinely sends important notifications to students at their Southeast e-mail address. Students are responsible for all information sent to their Southeast account. **Check your Southeast email regularly** to ensure that you are not missing important billing or financial aid information which could cause late fees, cancellation of your class schedule, or delays in financial aid processing.

**MySoutheast (Online Student Portal):** [portal.semo.edu](http://portal.semo.edu)

From your “Student SS” tab, you have secure access to:

- **SEMO-Pay**– view full history of charges/payments, make online payments by check or credit card, grant an authorized user full access to your account summary, and setup automatic bill paying.
- Financial aid information, grades, GPA, course registration, and more!
- Links to Residence Life, Textbook Rental, Parking Services, and more!

**DIRECT DEPOSIT**

**\*\* Refunds will be issued the 3rd week of classes (Friday, Sept. 11, 2020) and will continue on a weekly basis afterwards. \*\***

We encourage you to sign up for direct deposit for student account refunds. This time saving program electronically transfers funds from the University directly to your bank account. You can set up direct deposit online by following the instructions at [semo.edu/sfs/forms](http://semo.edu/sfs/forms).

**PARKING LOTTERY**

**Apply online through [portal.semo.edu](http://portal.semo.edu)**

**Opens:** July 13th at 8:00 a.m. **Closes:** Aug 7th at 4:00 p.m.

Want more information on eligibility and how to apply?

Visit [semo.edu/parking](http://semo.edu/parking) for details.

**Please visit our calendar at [semo.edu/sfs/calendar](http://semo.edu/sfs/calendar)**

**Refund Periods for Dropped Courses**

**Payment Due Dates**

**Financial Aid Deadlines**

## UNDERSTANDING YOUR SEMO-PAY ACCOUNT

Bills are sent electronically through the student's SEMO-Pay account. Students will receive an email when a new statement is available.

Payments can be made with checking or savings account information, a credit card (service fee applies), a 529 account, or Flywire.

To enroll in an Installment Payment Plan, visit the "Overview" tab.

From the tab displaying the student name, Authorized Payers can be set up, payment methods can be saved, contact information can be viewed, and students can sign up for text alerts.

## VIEWING STATEMENTS

- Rowdy Redhawk
- Overview
- Activity Details
- Make a Payment
- Payments
- Statements**
- Tax Forms
- Sign Out

**SOUTHEAST MISSOURI STATE UNIVERSITY · 1873®**

Student Financial Services  
T 573.651.2253 / F 573-651-5006

# EXAMPLE

**Rowdy Redhawk**  
One University Plaza  
Cape Girardeau, MO 63701

**STATEMENT SUMMARY**

Statement Date	01/24/2020
Due Date	2/3/2020
Student ID	S01000001
Current Balance	\$484.12
<b>Adjusted Balance</b>	<b>\$72.62</b>

If mailing a check, please include student name, ID#, and phone number of check writer.

Remit Payment to:  
Southeast Missouri State University  
One University Plaza, MS 3275  
Cape Girardeau, MO 63701

**Statement Details:**

Shows a list of charges that make up the current statement. For a complete list of charges on your account, visit the "Activity Details" tab on the above menu.

**Current Balance:**

This is the total of charges minus payments. It does not take pending aid into consideration.

**Statement Details**

Date	Term	Description	Charges	Payments
		* PREVIOUS BILLED BALANCE *	\$414.24	
12/18/2019	Spring 2020	Cash Payment		\$2.74
1/21/2020	Spring 2020	SE Textbook Rental Fee	\$72.62	
		* CURRENT BILLED BALANCE *	\$484.12	
		--PENDING AID--		
	Spring 2020	Pell Grant Payment		\$411.50
		* TOTAL PENDING AID *		\$411.50
<b>CURRENT BALANCE</b>			<b>\$484.12</b>	
<b>Adjusted Balance (Current Balance Less Pending Aid)</b>			<b>\$72.62</b>	

### Adjusted Balance:

Shows the balance, minus any pending aid and payments. This is the amount due by the due date unless you are enrolled in a payment plan.

If you are enrolled in an Installment Payment Plan, you will see the amount owed on the plan in the "Make a Payment" tab.

## Questions about charges on your bill?

Tuition, General Fees, Web Course Fees, Electronic Course Access, Program Fees, Special Course Fees, ITV Fees, IPP Fees, Late Payment Fees	Student Financial Services (SFS)	573-651-2253 or sfs@semo.edu For a comprehensive list of fees, visit our website at <a href="http://semo.edu/sfs/fee-schedule">semo.edu/sfs/fee-schedule</a>
Housing, Meal Plan, Housing Damage, Key Replacement	Residence Life	573-651-2274 or residencelife@semo.edu
Textbook Rental and Textbook Rental Charge	Textbook Rental	573-651-2236 or rentabook@semo.edu
Parking Tickets and Permits	Department of Public Safety (DPS) / Parking Services	573-651-2310 or parking@semo.edu
Health Clinic Charges	Health Clinic	573-651-2270 or chc@sehealth.org
Application Fees	Office of Admissions	573-651-2590 or admissions@semo.edu
Orientation, Camp Redhawk	New Student Programs	573-651-5166 or nsp@semo.edu
Bookstore Purchase	Southeast Bookstore	573-651-2279 or southeast@bkstr.com
Transcript and Graduation Fees	Registrar	573-651-2250 or registrar@semo.edu