

**SCHEDULE AND BILLING
INFORMATION
SPRING 2020**

Priority Registration: Students who have registered for classes *on or prior to December 12, 2019* for the Spring 2020 semester must have all fees and charges (including housing and meals) paid by January 6, 2020. Failure to pay your account balance by January 6, 2020 may result in late fees and CANCELLATION of your class schedule.

Late Registration: If you enroll or add Spring 2020 classes *after December 12, 2019*, you must have all related fees and charges resulting from this activity (including housing and meals) paid by February 3, 2020. Failure to pay your account balance by February 3, 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 Account Summary for charge & payment detail.

For additional information, visit 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 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.

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

**SPRING 2020
DATES TO REMEMBER
JANUARY 21 – MAY 15, 2020**

Spring 2020 & Wintersession Payment Due	Thurs, Jan 6	2nd 8 week session begins	Thurs, Mar 12
Textbook Rental Opens	Mon, Jan 13	Spring Break	Mon, Mar 16 - Fri, Mar 20
Spring 2020 Classes Begin	Tues, Jan 21	3rd IPP Payment Due	Wed, Apr 1
Last Day to Drop 1st 8 Week Class with 100% Refund	Thurs, Jan 23	Designated Holiday (No Classes)	Fri, Apr 10
Last Day to Drop Full Semester Class with 100% Refund	Fri, Jan 24	Last Day to Drop Full Semester class without failing grades	Fri, Apr 24
PAYMENT DUE for classes added after December 12	Mon, Feb 3	4th IPP Payment Due	Fri, May 1
Last Day to Drop 1st 8 week class without failing grades	Fri, Feb 21	Final Exams	Mon, May 11–Fri, May 15
2nd IPP Payment Due	Mon, Mar 2	Commencement	Sat, May 16

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

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

- **Account Summary**— view full history of charges/payments, make online payments by check or credit card, sign up for direct deposit for student refunds
- **Account Authorization**—grant an authorized user full access to your account summary (excluding direct deposit)
- Financial aid information, grades, GPA, course registration, and more!

DIRECT DEPOSIT

**** Refunds will be issued the 3rd week of classes (Friday, Feb. 7, 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.

1098-T INFORMATION

Sign up to receive your 1098-T electronically at: heartland.ecsi.net/index.main.html#/access/eConsent

Email notification will be sent when your document is available. All documents will be mailed and/or available by January 31, 2020. <http://www.semo.edu/sfs/1098-T.html>

Please visit our calendar at semo.edu/sfs/calendar

**Refund Periods for Dropped Courses
Payment Due Dates
Financial Aid Deadlines**

EXAMPLE

Rowdy Redhawk
 One University Plaza
 Cape Girardeau, MO 63701

Date: 12/06/2019

Southeast ID: S01000001
 Semester: Spring 2020 (202020)

Due Date: 06-JAN-2020

Student Schedule/Bill

COURSE	TITLE	CR	DAYS	TIME	BUILDING	ROOM	INSTRUCTOR
AD 101 03	Intro To Micro	3.00	MWF	1100-1150am	DEMPST	001	Ryan, P.
EN 140 09	Rhet & Crit Thi	3.00	MWF	0900-0950am	GRAUEL	305	Furlong, S
SW 207 02	Understand Cul	3.00	MWF	0130-0220pm	CRISP	333	Parker, T.
HL 120 06	Health Perspect	3.00	TR	1230-0145pm	CRISP	125	Gegg, C.

CURRENT SEMESTER CHARGES

Course Fee/Accounting	10.00
Electronic Course Access	99.00
General Fees	404.40
Housing Room-Vandiver Hall	3000.00
Housing-Meal Plan [Classic]	1195.00
SE Bookstore Miscellaneous	88.98
SE Textbook Rental Fee	77.82
Tuition - Cape Campus	2391.60

CURRENT SEMESTER PAYMENTS

A/R Cash Payment	490.00
Access Missouri State Grant	925.00
FSEOG Payment	400.00
Federal Direct Sub Loan	1732.00
Pell Grant Payment	2887.50
College Partnrshp Access Awrd	750.00

Charges: 7266.80

Current Semester Credits:

Current Semester Balance:	82.30
Previous Balance:	10.00
AMOUNT DUE:	92.30

If enrolling in payment plan, Previous Balance must be paid in full with first payment.

If mailing payment, include this stub and send payment to:

Southeast Missouri State University
 Attn: Cashier's Office MS 3275
 One University Plaza
 Cape Girardeau, MO 63701

Payment Method (Do Not Send Cash)

Pay this amount: \$92.30

OR Installment Payment Plan: 2-pmts 3-pmts 4-pmts

- Mail check or money order (Please include daytime phone number)

- Visit portal.semo.edu to make online payment and see required amount due for installment payment plan options

Please see reverse side for important billing information.

Student Name: Rowdy Redhawk
 Southeast ID: S01000001
 Due Date is: 01-02-2020

Name and Address: The bill will always be in the student's name. The first bill of the semester will go to the permanent address on file. Later bills will be sent to the local or campus address. If the student would like all future bills to be sent to a different address, then see instructions on the back of the bill to update/create a billing address.

Semester Charges: Charges billed to your student account at the time the bill was printed. See "Date" at top.

Comprehensive fee schedule located online at semo.edu/sfs/fee-schedule

Previous Balance: This is a balance that carried over from a prior semester.

Full details of all charges & payments can be viewed online through the Account Summary.

Housing Assignment: Only displays on bill if the student is living on campus.

Due Date: Day full balance or payment on an installment payment plan is due. See the back of your bill for IPP options or visit our website at semo.edu/sfs/options

Semester Payments: Payments that have been made to the account or financial aid* that is approved and pending payment.

*Financial Aid is subject to change based on Federal regulations and/or student status (enrollment, GPA, etc.).

Amount Due: This is the balance that the student owes to Southeast out of pocket. This balance can be paid in full or split into payments on an installment payment plan. For payment options, see the back of your bill or visit our website at semo.edu/sfs/options.

If this amount is reflected as a credit, then a payment may not be needed.

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 semo.edu/sfs/fee-schedule
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