



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Bursar's Office  
Issue/Revision Date: 12/01/2017

## **Bursar**

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Policy:

### **Purpose**

The Bursar/Cashier's Office is the central processing department for all payments/receipts of the University. All services will comply with Alcorn State University and the State of Mississippi's policies and procedures, along with all state and federal regulatory requirements. For questions concerning financial aid awards and posting of financial aid, please contact Alcorn State University's Financial Aid Office @ 601-877-6190. Any questions concerning registration (enrolling classes, adding additional classes, or dropping classes) should be directed to the Office of Student Records @ 601-877-6171 or 601-877-6173.

### **Hours of Operation**

The Bursar's Office is located on the 2nd floor of the Walter Washington Administration/Classroom Building, Room 203. The hours of operation are from 8:00 a.m. to 4:00 p.m. Monday-Thursday and 8:00 a.m. to 3:00 p.m. on Fridays for all money/credit card transactions.

### **College Expenses**

The cost of an education at Alcorn State University has been determined by maintaining such expenditures as Tuition, Room & Board, and incidentals at the lowest possible rate constituent with satisfactory service. Tuition may be reduced in many instances by scholarship aid, student earnings, and grants-in-aid.

Please contact the Bursar's Office for current Tuition Rates and the Student Handbook for current miscellaneous fees.

### **Scope**

The Bursar/Cashier's Office is responsible for accepting and processing payments and tuition fees along with miscellaneous materials (housing fines, library fines, and etc.). In addition to fee collections, the Bursar's Office also manages:

- Student Account Management

- Student Billings
- Third Party Billings
- Payment Plan
- Delinquent Accounts
- Refunds
- Direct Deposit
- Check Cashing
- Place funds on the ASU Goldcard

### **Student Account Management**

The Office of the Bursar manages student accounts, tuition and fees, student billing, process payments, and financial aid refunds.

**THE BURSAR'S OFFICE DOES NOT PROVIDE BANKING SERVICES!!**

### **Student Bills**

Students should become familiar with the details of his or her account. A statement of account (student bill) will be sent to students on a quarterly basis via student email and Banner Online Services ([www.selfserve.alcorn.edu](http://www.selfserve.alcorn.edu)). Log into Banner Online Services, enter secure area, student and financial services, and view summary by term.

Students are required to pay their bills in a timely manner.

### **Third-Party Billing**

Third-party billing is a process in which a student's tuition is being paid by outside resources other than financial aid such as USDA, Vocational Rehabilitation, MPACT, MDRS, and etc.

Students must submit all necessary documentation (i.e., a letter from the payee on their official letterhead, copy of MPACT card, etc.) as well as the student's class schedule to the Bursar's Office in a timely manner before an invoice can be completed.

NOTE: If all required documentation is submitted before classes begin, an invoice will be completed and mailed by the last day of registration. The sooner information is submitted, the better the turnaround results.

### **Payment Plan**

The ASU Payment Plan is designed to help students defer payments for a given semester and is broken down in two equal installments. A contract fee of \$50 is required at the time of enrollment and is nonrefundable. Generally, there are two plans offered (Partial Financial Aid and Non-Financial Aid). The payment plan is available for the fall and spring terms. Failure to pay the deferred balance by the due date will result in a late fee of 5%, collection activity, holds placed on the student account, and may prevent future eligibility for the payment plan.

**For step-by-step instructions for the Payment Plan, please click the following link:** [Payment Plan Instructions](#)

To view the plans available for enrollment, please click [Bill + Payment Important Information](#) and scroll down to the heading *Payment Plan* tab.

### **Delinquent Accounts**

Tuition is an obligation that must be paid. **Bursar staff are here to assist and support students during the payment process.**

The first step is to become knowledgeable about what payment options are available. Even though our office will support and assist you in your efforts, it is ultimately your responsibility.

### **Consequences of Delinquent Accounts**

If your account remains past due payment arrangements, additional steps will be taken to collect the outstanding balance. Holds have already been placed on your University transcript and registration. Your student account becomes delinquent after 180 days.

### **The following actions may occur if delinquent tuition remains unpaid:**

- Placement of delinquent account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of the balance due.
- Delinquencies will be reported to a national credit bureau.

### **Payments**

When students report to campus, they must have a full award which covers the total cost of attendance, a partial award which must be accompanied by any balance due by or payment by cash, cashier's check, personal check, money order or credit card (Visa, MasterCard, American Express or Discover) to cover the cost of attendance.

Payments received at the Cashier's Office by 4:00 PM CST Monday– Thursday and by 3:00 PM Friday will be part of that day's activity. Payments can be made online through [Bill + Payment Suite](#) until 10:30 PM CST using the following sources:

- Financial Aid (must be logged onto [www.selfserve.alcorn.edu](http://www.selfserve.alcorn.edu))
- Credit/Debit Card and/or WebCheck (website only + a 2.75% nonrefundable fee for credit/debit card payments)

**Please note that if you are using our Webcheck system for the first time, a pre-note is attached verifying that the bank account is valid. The pre-note is verified in 5 days. Students will not be able to register before the pre-note is verified. If you choose this method of payment, go ahead and set up the account at least 5 days in advance so that it can be checked for validity and your registration will not be delayed.**

- Combination of Financial Aid, Credit/Debit Card and/or WebCheck
- Cash (Bursar's Office only)
- Check/Money Order (window or mail only) Third-party checks are not accepted. Checks/Money Orders must be made Payable to Alcorn State University with the student's A# (Alcorn ID) written on the front. A \$50 fee will be charged if a check is returned.

For more information on the Bill + Payment Suite, please click the following link: [Bill + Payment Suite Important Information](#)

**Checks/Money Orders can be mailed to:**  
**Alcorn State University**  
**Bursar's Office**  
**1000 ASU Drive 509**  
**Alcorn State, MS 39096**

### **Determining Student Refunds**

Financial Aid will not take care of parking violations and/or student housing and academic hold payments.

After the student's account charges have been cleared, any remaining credit balances (overpayment) will be refunded to the student.

### **Financial Aid Refund Process/Procedures**

Financial Aid recipients should receive their financial aid overages (refunds) between the fifth and sixth week of the semester. This allows the Financial Aid office time to verify the number of credit hours in which you enrolled and attended. Financial Aid eligibility will be paid based on the actual number of fundable credit hours students are registered in at the end of the third full week of the Fall/Spring semesters.

A credit balance is the result of an overpayment on a student's account from Financial Aid. Loans, Pell Grant, SEOG, Athletic Scholarships, Academic Scholarship, and etc. Credit balance refunds will be processed when a credit actually exists on the student's account. Anticipated Financial Aid must be posted to the student's account in order for a credit to exist and for a refund to be processed.

### **Refund of Withdrawal Charges**

Students who withdraw from the University in Good Standing are entitled to a refund of tuition charges according to the following schedule for fall and spring semesters:

- First official day of class                      90%
- Between Weeks One and Two                      80%
- Between Weeks Three and Four                      60%
- Between Weeks Five and Six                      40%
- After Week Six                                      No Refund

Students who withdraw unofficially and return weeks or months later to withdraw officially and claim refunds are not entitled to them. If a student withdraws from the University and his or her account results in a credit balance, a refund will automatically be generated through the refund process.

### **Deposit of Student Aid Refund**

Students are allowed to receive their student refund three ways:

1. BBPay ASU Gold Card (Discover side)
2. Direct Deposit (savings and/or checking account)
3. Paper Check (mailed to the student's address on file)

### **Signing up for BBPay (Discover side) and/or Direct Deposit**

1. Go to [www.selfserve.alcorn.edu](http://www.selfserve.alcorn.edu)
2. Type in your ASU ID number and 6-digit Pin
3. Select Student Services & Financial Aid
4. Select Course Enrollment and Registration
5. Select BBPay or Direct Deposit Consent
6. After you have selected your refund option, click submit

If you need assistance determining your account number or routing number, please contact your financial institution (your bank). If you have other questions, please feel free to contact the Bursar's Office @ 601-877-2378, 601-877-6388, or 601-877-2377.

For students who have not established BBPay or Direct Deposit Consent, please make sure your mailing address is current by completing the following steps:

1. Go to [www.selfserve.alcorn.edu](http://www.selfserve.alcorn.edu)
2. Type in your ASU Student ID number and 6-digit Pin
3. Select Personal Information
4. Select View Address(es) and Phone(s)

To update your mailing address, please contact the Registrar's Office @ 601-877-6171, 601-877--6173, or 601-877-6174.

Please complete this process in a timely manner and not at the time of refund disbursements if you complete this information during the time of refund disbursements, your information may not get posted in time.

NOTE: Please allow 7-14 business days from the day your refund is processed to receive your refund check in the mail. For students that have direct deposit, allow 3-5 business days from the day your refund is processed to receive your refund via BBPay (Discover) or direct deposit to your checking or savings account.

### **CHECK CASHING**

**ALCORN STATE UNIVERSITY DOES NOT CASH CHECKS!!!**

### **1098-T**

Form 1098-T, is a Tuition Statement that is filed by eligible educational institutions for each student they enroll and for whom a reportable transaction is made. Insurers file this form for each individual to whom they made reimbursements or refunds of qualified tuition and related expenses.

## How to retrieve your 1098-T

The 1098-T form is an informational tax document to aid taxpayers in determining whether they are able to claim a tax deduction or one of the educational tax credits.

1098-T's will be processed and available for printing on January 31st or the last working day of January.

1. Go to Alcorn's website at [www.alcorn.edu](http://www.alcorn.edu)
2. Select **Banner Online Services** from the Students or Faculty/Staff dropdown menu
3. Enter your **User ID** and **password**
  - User ID is your social security number or Alcorn Student ID number
  - Password is your six-digit birthday (if you do not change it)
4. Click on **Student Services** and **Financial Aid**
5. Click on **Student Records**
6. Click on **Tax Notification**
  - Enter a tax year and print

\*\*\*\*Students can print and view current and prior year 1098-T forms online by placing the year of interest in the appropriate box after following the steps above.

\*\*\*\*Alcorn State University is not required to furnish a 1098-T to: nonresident aliens; individuals whose qualified tuition and related expenses are waived or paid with scholarships or grants; individuals enrolled in non-credit courses; or to individuals whose calculations amount to zero.

NOTE: Alcorn State University does not provide tax or legal advice. The decision as to whether you qualify for an education tax credit should be determined in consultation with your personal tax advisor or the Internal Revenue Service.

### Verification of Student Enrollment and Attendance

Alcorn State University will use the class attendance information from instructors and the Registrar's Office to determine the tracking module to the Financial Aid Office. Financial Aid will review this information to determine the amount of aid that will be released to the student's account. Students enrolled in courses that begin later in the semester will not be paid until those classes begin and attendance has been verified. Verification for classes that start later in the semester will be performed every two weeks.

In order to receive student aid funds, class attendance/participation is required to maintain student aid eligibility. Students receiving financial aid assistance must attend and participate in all classes.

#### **CONTACT US**

1000 ASU Drive  
Alcorn State, MS 39150  
Email: [bursaroffice@alcorn.edu](mailto:bursaroffice@alcorn.edu)

#### **CASHIERS**

601.877.2378  
601.877.6388  
601.877.2377

Toll free: 1.855.386.3122  
Fax: 601.877.6217

**WINDOW HOURS**

Monday - Thursday 9:00 AM - 4:00 PM

Friday - 9:00 AM - 3:00 PM