

## 7.0 BURSAR/CASHIER POLICIES AND PROCEDURES

### 7.1 PURPOSE

The Bursar/Cashier's Office is the central processing department for all receipts of the university. All services will be in compliance with Alcorn State University and state of Mississippi policies and procedures along with all state and federal regulatory requirements. For questions about financial aid awards and posting of aid, contact Financial Aid Office. Anyone with questions about registration (adding/dropping classes) should be directed to the Registrar's Office at (601) 877-6160. The Bursar's Office is located on the 2<sup>nd</sup> floor of the Walter Washington Administration Classroom Building.

The Bursar's Office is open between 8 a.m. and 4 p.m. Monday through Thursday and 8 a.m. and 3 p.m. on Friday for money/credit card transactions.

### 7.2 SCOPE

The Bursar's Office, also referred to as the Cashier's Office, is responsible for accepting and processing registration and non-resident tuition fees along with other miscellaneous materials and lab fee payments. In addition to fee collections, the Bursar's Office manages student and third-party invoicing, installment tuition payment plans, financial aid disbursements, the collection of outstanding amounts due to the University, 1098-T's, and refunds.

### 7.3 REFUNDS

**Direct Deposit forms** are available for all students, faculty, and staff members who are expecting a student aid refund. Direct Deposit forms are available online.

### 7.4 PAYMENTS

Students should become familiar with the details of his or her account. A Statement of Account (student bill) is sent to students on a quarterly basis. Students can access their accounts online by going to [www.alcorn.edu](http://www.alcorn.edu). Log onto Banner online service, enter secure area, student and financial services, and view summary by term.

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 or payment by cash, cashier's check, personal check, money order or credit card (Visa, Master Card, or Discover) to pay cost of enrollment. There are other alternatives for making payments online using webchek and webcreditcard that post directly to a student's account. If there is a balance from previous enrollment period(s), that balance, in addition to current charges, must be paid in full before the student will be allowed to complete the registration process and/or enter the residence halls. All students living in the main campus residence halls must have a University meal plan.

## 7.5 COLLEGE EXPENSES

The cost of an education at Alcorn State University has been determined by maintaining such expenditures as room, board and incidentals at the lowest possible amount consistent with satisfactory service. Tuition may be reduced in many instances by scholarship aid, student earnings and grants-in-aid. Alcorn State University reserves the right to alter charges for tuition and living expenses if the prevailing cost of materials and services makes it necessary.

Undergraduate Tuition & Fees 2012-2013 (12 hours and above - Lorman/Natchez Campus)

<u>Mississippi Resident</u>		<u>Non-Mississippi Resident</u>	
Boarding	\$6,856	Boarding	\$11,032
Commuting	\$2,856	Commuting	\$7,032
<u>Miscellaneous Fees</u>			
ACT Exam	\$35.00	Dorm Breakage Deposit	\$100.00
Parking Decal	\$40.00	Parking Violation	\$20.00-100.00
Key Deposit	\$25.00	Return Check	\$50.00
Library Photocopy	\$ .10	Student ID Replacement	\$25.00
Library Overdue	\$ .05/day	Transcript	\$ 7.50
Mail Box Rental	\$15.00	Lab Use	\$10.00
Late Registration	\$25.00	Graduation	\$50.00
Drop/Add	\$15.00		

Alcorn State University reserves the right to alter charges for tuition, miscellaneous costs and room and board. In estimating the total cost of expenditures for an academic year, the student should include cost of books, supplies, travel, tools and personal items. A student receiving financial aid must pay the difference between financial aid awarded and the direct cost of attending the institution before being assigned to the residence halls or registering for the semester enrollment.

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

Students can print and view current and prior 1098-T forms online by logging onto the Banner online service, enter secure area, student and financial service, student records and tax notification and place the year of interest in the appropriate box.

Institutions are not required to furnish a 1098-T to non-resident aliens; to individuals whose qualified tuition and related expenses are waived or paid with scholarships or grants; to individuals enrolled only in noncredit courses; or to those individuals whose calculations net to zero.

1098-T Forms are available to students for online viewing and printing by January 31<sup>st</sup> of that year.

Please note that 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.

### **7.6 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 one and two weeks        80%
- Between two and four weeks       60%
- Between four and six weeks       40%
- After six weeks                        No refund

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