



Controller's Office At-A-Glance

www.selu.edu/controller

Financial Responsibility Statement

- Available for review on Controller's Web-page and LeoNet account
- Must be accepted before registering for classes

Enrollment Confirmation Deadline

- If you receive a fee statement and decide not to attend, you must drop all of your classes by the Enrollment Confirmation Deadline.
- Students will be responsible for any tuition and fees for classes that remain on their schedules after the deadline.
- Classes are **NOT** automatically canceled due to non-payment

Available "on-line" through LeoNet

- Account balance
- Hold indicator
- Make payments

Methods of payment

- Credit Card Payments: Effective January 7, 2008, payments made at the Controller's Office must be in the form of cash, check or money order. All credit card payments must be made via your LeoNet account. There will be a \$10 processing fee per credit card transaction in accordance with Louisiana Revised Statute No. 49:316.1.
- Mastercard, VISA, American Express and Discover credit cards are accepted for payment of registration fees and/or fines. All Webpay transactions are SSL secured.
- If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions.

Southeastern Payment Plan

- Divides tuition, fees, housing and meals into three installments.
- Overall 2.0 GPA or beginning freshman, transfer student
- \$45 processing fee
- \$10 late fee charged on late payments; no interest

Refund Policy:

• Resignations

	<u>Fall/Spring</u>	<u>Summer</u>
100%	Before 1 st class day	Before 1 st class day
75%	1 st – 5 th class day	1 st – 3 rd class day
50%	6 th – 15 th class day	4 th – 8 th class day
0%	Thereafter	Thereafter

- **Dropped Classes** – 100% before the enrollment confirmation deadline, 0% after classes begin

Returned Check Policy

- All returned checks are assessed a \$15 NSF Check Fee
- Payments for returned checks must be made using cash, credit card, cashier's check, or money order.
- If a check is returned that was written to pay tuition, students are placed on a CASH ONLY basis.
- Students are also placed on a CASH ONLY basis when checks that are written for cash have been returned NSF on three occasions.

Privacy Policy

- Account information will only be released to the student unless prior authorization has been provided according to the 1974 Family Educational Rights and Privacy Act (FERPA). The release information authorization must be completed online via the student's LeoNet account.

Direct Deposit

- Get your refund or student payroll check quicker and easier without waiting for the mail
- You must have a checking or savings account
- Go to **selu.edu/controller** select "direct deposit program" for more information

Fee payment deadlines

- See Academic Calendar – available online