

IMPORTANT SPRING 2017 DATES & DEADLINES

***** Enrollment will not be cancelled for non-payment. It is the student's responsibility to drop their classes if they do not plan to attend. Failure to do so will result in charges incurred on the student's account*****

1. TUITION AND FEE PAYMENT DEADLINE – Friday, January 13, 2017

All Students: You are expected to attend all classes in which you are enrolled. If you do not attend or stop attending classes and fail to personally drop by the drop deadline, you will be responsible for all tuition and fees. You may access your account at <http://www.msudenver.edu/student hub/> and selecting My Services/Registration. **DO NOT WAIT FOR A BILL**

To avoid a 4% service charge assessed to the outstanding balance:

- Submit payment in full to the Office of Cashiering SSB 140 by the due date.
- Complete your financial aid package by the due date.
- Submit third-party paperwork to the Office of the Bursar SSB 150 by the date.
- Request VA certification with the Office of the Registrar SSB 160 by the due date.

In-State Residents: To receive the COF Stipend you must apply and authorize by the end of the semester. If you do not apply and authorize your COF Stipend you will be responsible for the state-paid portion of your tuition. For information go to www.msudenver.edu/cof/.

2. REFUND POLICY FOR DROPPING FULL TERM COURSE(S)

For 100% credit of tuition and fees: Monday, November 7, 2016–Monday, January 23, 2017

For 50% credit of tuition, 100% credit of fees: Tuesday, January 24, 2017 –Friday, February 3, 2017

If you drop a course and then register for another course during the 50% drop refund period, and the transaction does not result in a net reduction in credit hours, no penalty will be assessed.

NO tuition and fee credit will be available after Friday, February 3, 2017. If you withdraw and add courses, you will be charged full tuition and fees for the course(s) withdrawn from and full tuition and fees for the course(s) added.

REFUND POLICY FOR PART-OF-TERM CLASSES

The drop dates are different for part-of-term classes. Specific refund dates can be found on your Student Detail Schedule within your Student Hub.

3. HEALTH INSURANCE WAIVER DEADLINE – Friday, February 3, 2017

Undergraduate and Graduate students enrolled for 9 credit hours or more will be automatically enrolled in the MSUD Student Health insurance program unless they certify that they are currently covered by a comparable health plan that meets the MSUD Health Insurance Waiver Standards. If a student withdraws with no credit (W) from a class prior to the Health Insurance waiver deadline, the withdrawn credit hours are counted toward the Health Insurance assessment. For insurance questions please call the Student Health Center (PL 150) 303-556-3873. For more information on how to waive the insurance, please go to <http://msudenver.edu/healthcenter/msudenverplans> or <http://msudenver.edu/healthcare/waiverinfo>

4. SERVICE CHARGES AND COLLECTION POLICY

In addition to the 4% service charge mentioned above, accounts with a remaining balance each month thereafter will be assessed a 1.5% service charge on the 7th working day of the month.

Balance Due Holds will be placed on accounts with a balance greater than \$200.00 after February 9, 2017. This hold will prevent registration, transcripts, and obtaining your diploma.

Balances at the conclusion of the semester are considered delinquent and will be assigned to a collection agency in accordance with Colorado law, with collection fees up to 40%. The collection agency may report delinquent accounts to the National Credit Bureau.

Spring 2017 Payment Guide

Plan	Benefits	Details
One and You're Done	Greatest Savings	Pay in full by payment deadline and avoid all service charges. One single payment. Fast and Easy! This plan option allows you to dedicate your time to study rather than finance.
Balloon Plus Two	Cost Effective	Make your largest payment possible by payment deadline and pay the balance in two monthly payments. This payment trio greatly reduces the 4% service charge on payment deadline.
Three and Equal	Keeps You Going	Make three equal monthly payments according to the due dates below.
Date Due	Payment	Details
January 13, 2017	First Payment Due	4% service charge added to outstanding balance. Payment Deadline is at 5:00 p.m.
February 9, 2017	Second Payment Due	1.5% service charge added to outstanding balance. Remember, one month left to pay in full.
March 9, 2017	Last Payment Due	1.5% service charge added to outstanding balance. Unpaid balance is considered past due.
Past Due Accounts and Balance Due Holds		
February 10, 2017	Balance Due Hold	These holds are placed on all unpaid accounts without exception! This means no class registration, no grades, no transcripts, no diploma! Balance Due Holds are bad business for your education.
February 27, 2017	Summer 2017 Registration Begins	Get the classes you want on the days and times you want them. Protect your registration status by keeping your student account current at all times!
March 27, 2017	Fall 2017 Registration Begins	
Special Population Information		
Financial Aid	Avoid service charges by making sure your financial aid file is completed at the Office of Financial Aid, SSB 130, by payment deadline.	
Outside Scholarships	Avoid service charges on your account by taking a copy of your award notice to the Scholarship Center, SSB 130, by payment deadline.	
Sponsored Students	Avoid service charges by making sure that your letter of credit, or sponsorship voucher, is in our office, SSB 150, by payment deadline.	

MSU Denver Office of the Bursar, Student Success Building (303)556-6188