

IMPORTANT SPRING 2012 DATES & DEADLINES

***** In-state student's enrollment will not be canceled for non-payment. It is the student's responsibility to drop their classes if they do not plan to attend. *****

1. TUITION AND FEE PAYMENT DEADLINE - Friday, January 13, 2012

In-State Residents: Payment in full must be received by the Cashiers' Office (CN 107) by 5:00 p.m. or a 4% service charge will be assessed on the outstanding balance. Financial aid students can avoid service charges by making sure aid is awarded. Apply and authorize the use of the COF stipend towards your tuition before payment deadline to avoid service charges on the state paid portion of your tuition. For information go to www.mscd.edu under Current Students-Financial Aid, click on the College Opportunity Fund.

Non-Residents: Payment in full must be received by the Cashiers' Office (CN 107) by 5:00 p.m. or a payment contract must be completed with the Office of Student Accounts' (CN 110). To enroll in a contract please go to: <http://www.mscd.edu/studentaccounts/calendar/spring.shtml> and follow the instructions under Non-resident Policies. Otherwise, your registration will be cancelled.

Sponsorship: Sponsor documents are due in the Office of Student Accounts' (CN 110) or student is responsible for all applicable service charges.

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

For 100% credit of tuition and fees:

Monday, October 31, 2011-Monday, January 23, 2012

For 50% credit of tuition, 100% credit of fees:

Tuesday, January 24, 2012 -Wednesday, February 1, 2012

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 Wednesday, February 1, 2012. If you withdraw and add courses, you will be charged full tuition and fees for the course(s) withdrawn from and full tuition and fees for the course(s) added.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. If you have any number other than 1 under the first column (titled P) of your billing statement, you have a part-of-term class. For specific refund dates for part-of-term classes, please visit the following web page: <http://www.mscd.edu/registrar/student/dropdeadlines.shtml>
Or, contact the Office of Student Accounts (CN 110) at 303-556-6188.

Spring 2012 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, 2012	First Payment Due	4% service charge added to outstanding balance. Payment Deadline is at 5:00 p.m.
February 9, 2012	Second Payment Due	1.5% service charge added to outstanding balance. Remember, one month left to pay in full.
March 9, 2012	Last Payment Due	1.5% service charge added to outstanding balance. Unpaid balance is considered past due.
Past Due Accounts and Balance Due Holds		
March 30, 2012	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.
April 3, 2012	Summer/ Fall 2012 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!
Special Population Information		
Financial Aid	Avoid service charges by making sure your financial aid file is completed at the Office of Financial Aid, CN116, by payment deadline.	
Outside Scholarships	Avoid service charges on your account by taking a copy of your award notice to the Scholarship Center, CN120, by payment deadline.	
Sponsored Students	Avoid service charges by making sure that your letter of credit, or sponsorship voucher, is in our office, CN110, by payment deadline.	
Non-Residents	Avoid cancellation by payment in full or signed payment contract in CN110, regardless of Financial Aid eligibility, by payment deadline.	

Metro State Office of Student Accounts, Central Classroom 110 (303)556-6188