

Bemidji State University
Student Billing Guide
SPRING 2012

Drop for non-payment is a process by which the University reviews all outstanding balances to assure adequate funding is in place for the student to attend school. If one of the following criteria is not met **by December 30, 2011 for spring semester, the student will be dropped from their registered classes.**

1. **Financial Aid Eligible Students** have a completed FAFSA on file with the BSU Financial Aid Office.
2. **Scholarship or Third Party Students** benefits are approved and on record with the business office and meet the minimum down requirement \$300 or 15%, whichever is less. If necessary, select a payment plan below if there is a balance remaining after scholarships and third party would be applied.
3. **All other students** must be paid in full or have a payment plan through either FACTS or the University.
 - A. **FACTS PAYMENT PLAN** – Set up an automatic payment plan making 3-5 payments during the semester. **Fee for this plan is \$21** and it is automatically withdrawn from your account of choice and applied to your student account. You can set up payments to start as early as November 2nd for spring semester.
 - B. **UNIVERSITY PAYMENT PLAN** – Make payments by the due dates below. A **\$30 payment plan fee** will be assessed and if payments are not made within the timelines outlined below, a **late fee of \$50 will also be assessed.**
 - C. *See MnSCU policy <http://www.mnscu.edu/board/procedure/512p5.html> for further details. Registration holds, late fees and drop for nonpayment can occur if payments are not made within the structure of this plan. . For additional information and payment options go to: <http://www.bemidjistate.edu/offices/business/cashiers.cfm>*

1 st Payment	December 30, 2011	15% or \$300 of tuition and fees due (must be adjusted if classes are added)
2 nd Payment	February 11, 2012	1/3 of remaining balance of tuition and fees due
3 rd Payment	March 16, 2012	1/2 of remaining balance of tuition and fees due
4 th Payment	April 13, 2012	BALANCE DUE – account must be paid in full

Web at http://www.bemidjistate.edu/offices/business/online_bill_pay.cfm

4. **Extra obligation dates and information:**
 - A. International student insurance is due by first day of classes.
 - B. Room and Board deposit of \$500 is due by January 9, 2012 and the balance paid within 30 calendar days into the semester.

All fines and fees will be added as they are reported from each department (payment plan fee, tuition and fees-late fee, dorm late fee, security fines, library fines etc.) Students are responsible for watching your account and making certain everything is paid in full or your account may be turned over to the MN Department of Revenue for collection.

Questions on your bill – contact 218-755-2183. Thank you! Business Office