Registration cancellation 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. The first cancellation for nonpayment is December 15, 2016.

- **Student will not be dropped from their registered classes if they meet one of the criteria.**

  1. **Financial Aid Eligible Students** have applied for financial aid and the University has received the FAFSA results from the US Dept. of Education (3-5 business days for processing).

  2. **A payment of 15% or $300 on fees and tuition**, whichever is less.

  3. **Scholarship or Third Party Students**: scholarships or benefits are approved and on record with the Business Office.

  4. **Set up a Nelnet Payment Plan through eservices**

  5. **Approved PSEO students** have completed the appropriate paperwork.

- **All student bills** must be paid in full February 13, 2017 or have a payment plan through Nelnet.

  **NELNET PAYMENT PLAN** – Set up an automatic payment plan making 2-5 payments during the semester. **Fee for this plan is $20.** Payments are automatically withdrawn from your account of choice and applied to your student account. You can set up payments to start as early as October 5th for Spring semester. See MnSCU policy [http://www.mnscu.edu/board/procedure/512p5.html](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](http://www.bemidjistate.edu/offices/business/cashiers.cfm)

  Web at [http://www.bemidjistate.edu/offices/business/online_bill_pay.cfm](http://www.bemidjistate.edu/offices/business/online_bill_pay.cfm)

- **Do not assume that your classes will be dropped. It is the student’s responsibility to drop classes if you do not plan to attend.**

- **Extra obligation dates and information:**
  A. Contact the International Program Center for International student insurance due date.
  B. All fines and fees will be added as they are reported from each department (tuition and fees- late fee, dorm late fee, security fines, library fines etc.) Students are responsible for watching your account on eservices and making certain everything is paid in full.

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

- **CANCEL for NONPAYMENT DATES:**
  
  1<sup>st</sup> Cancel for Nonpayment: December 15, 2016
  2<sup>nd</sup> Cancel for Nonpayment: January 6, 2017
  3<sup>rd</sup> Cancel for Nonpayment: January 13, 2017