

# MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

## REGISTRATION PROCEDURES: Spring 2012

### **To become a registered student you must meet the following requirements PRIOR to the registration bill due date:**

**RESOLVE HOLDS** – If you have any questions regarding a hold on your bill, please contact the office that has placed the hold. Refer to the hold section on your bill for the appropriate telephone number(s).

**REMIT SUFFICIENT PAYMENT** – There are three payment options available:

- a. Payment in full: To pay for **ALL** currently unpaid charges on your account you should pay the **“TOTAL AMOUNT DUE”**.
- b. Do NOT wish to defer: To avoid additional fees associated with the deferred payment plan, pay the **“ADJUSTED ACCOUNT BALANCE”**.
- c. Wish to pay as little as possible: Pay the **“MINIMUM AMOUNT DUE”**. (By paying the minimum amount due, **you will incur additional costs**. See the Deferment Plans/Finance Charge Disclosure section in this attachment or the payment plan information on your bill). **CREDIT CARDS ARE ACCEPTED FOR STUDENT ACCOUNT PAYMENTS. PLEASE CALL OR STOP BY THE ACCOUNTING OFFICE (ROOM 306 OF LAW BUILDING) OR YOU CAN PAY ON STUINFO.**

**\*\*\*\*\*CONFIRM ATTENDANCE – A minimum of ½ tuition must be paid before you can confirm attendance. Personal payment, loans and/or scholarships qualify for ½ payment. Even if no payment is required, you MUST CONFIRM your attendance in STUINFO to become registered.**

### **Scholarships may not cover all fees, so please check your bill carefully.**

Checks or money orders should be made payable to Michigan State University College of Law (MSU College of Law) and should **include your Personal ID number (PID) and name.**

**IF YOU DO NOT PLAN TO ATTEND MSU COLLEGE OF LAW THIS SEMESTER, YOU MUST INFORM THE REGISTRAR’S OFFICE.**

Registration payments by check returned by your bank will be subject to a \$35.00 Returned Payment Service Charge and a Returned Payment **HOLD** that may affect your registration if not resolved.

**THE COLLEGE DOES NOT ACCEPT RESPONSIBILITY FOR POSTAL DELAYS.**

**BILLS ARE AVAILABLE ELECTRONICALLY IN STUINFO. BILLS ARE NOT MAILED. ONLY 1 REGISTRATION BILL is generated per semester. If you have changes on your account (dropped or added credits) they are updated and available to view on Stuinfo under STUDENT ACCOUNT – Account Detail.**

### **DEFERMENT PLANS/FINANCE CHARGE DISCLOSURE**

**Tuition & Fees:** If you enroll by January 9, 2012, you will have the option to defer a percentage of tuition. One half of the total tuition and fees is due before the first day of classes.

**Housing:** If you live in MSU residence halls, you will have the option to defer up to 66% of the housing cost.

**Deferments:** For Spring Semester, the remaining amount of tuition will be billed in two installments. The installments will be due on February 1 and March 1, 2012. **See the “Payment Plan Information”**

**section of your e-bill for the estimated future amounts you will owe if you pay the minimum amount due. These are estimates only** and do not include additional charges or credits, which you may incur. If you add classes after this bill is produced, you will be billed separately for these classes on a monthly billing. All account details can be viewed on Stuinfo **at any time** with either of 2 options for **Account Detail**.

#### **Charges Associated with the Deferred Payment Plan**

If you defer tuition and any related charges, you will be assessed a finance charge of 12% per year on any unpaid balance and will be billed to your bill on a monthly basis. However, there is no finance charge assessed on unpaid housing charges.

There is a once-per-semester charge of **\$10.00** if tuition or housing charges are deferred. The **\$10.00** payment plan fee will be charged when the student becomes registered (pays minimum amount due, confirms attendance, and resolves holds). Additionally, if a student does not make his or her payment by the due dates, a **\$25.00** late fee will be charged for each month a balance is carried over.

**Financial Aid:** All financial aid (except Federal Work Study) that has been authorized at the time the Registration Billing Statement is produced will appear on the bill.

“Actual” financial aid has been applied to the tuition/fees you owe, reducing the amount you owe.

**“Anticipated” financial aid is a temporary credit used to reduce the “Minimum Amount Due” and the “Adjusted Account Balance”. For anticipated aid to become actual aid, follow the instructions that were included with your Financial Aid award notice.**

If you do not take the proper action, you will have to pay for the charges covered by the pending aid and you may incur additional charges such as deferment fees, late fees and annual interest charges.

#### **Drop/Add Policy for Spring 2012**

**PLEASE SEE THE ACCOUNTING OFFICE FOR Spring 2012 POLICY.**

For first semester students, the percentages for drop/add will be applied to the gross tuition, less the non-refundable deposit of \$700.00. Attendance for part of a week is considered as attendance for a full week in computing any refund.

**PLEASE REMEMBER, SHORT TERM LOANS WILL NOT BE AVAILABLE TO COVER THIS BILL.**

#### **REFUNDS: ALL Direct Deposit Refunds will be available starting on January 9, 2012.**

There are 2 ways to receive your excess financial aid refund after you have confirmed your attendance and are changed from ENROLLED (EN) to REGISTERED (RE) status: (See Stuinfo-Account Detail.)

**1) DIRECT DEPOSIT-**Forms can be found on the MSU COL website: Go to Current Students, then Accounting, then the box to the right —**Refund Direct Deposit Form**. Or, you may pick up a form outside the Law College Accounting Office in the document ladder to the right of the window. The Accounting Office must have your information, including a **BLANK VOIDED CHECK** or copy of bank/credit union account card with the savings account number and routing number at least 2 weeks in advance for setup and initial processing. **Any refunds or reimbursements** during your attendance at MSU College of Law will be Direct Deposited from then on unless you inform Accounting of changes or special needs. **IF YOU CHANGE BANK ACCOUNTS, YOU MUST INFORM THE ACCOUNTING OFFICE IMMEDIATELY to avoid funds being sent to the closed account. If you have signed up for Direct Deposit for a previous semester, you do not have to submit a new form unless you have a new financial institution or account number. Monies will be deposited effective the first full day of classes as long as all other qualifying steps have taken place. It is strongly recommended that students attending summer classes choose Direct Deposit, since other college’s program dates may conflict with financial aid disbursements at MSU College of Law.**

**2) REFUND BY CHECK** can be picked up by the student at the Accounting Office (Room 306 of the Law Building) beginning week of January 9, 2012 during regular business hours. However, checks might not be ready the first day of classes.

**QUESTIONS ON YOUR BILL, PLEASE CALL ONE OF THE FOLLOWING:**

| <u>OFFICE</u>               | <u>TOPIC</u>   | <u>NUMBER</u> |
|-----------------------------|--|---------------|
| MSU Law Admissions          | Admission Information                                | 517-432-0222  |
| MSU Operator                | MSU Directory/Information                            | 517-355-1855  |
| MSU Law Financial Aid       | Financial Aid/Anticipated Aid                        | 517-432-6810  |
| MSU Law Registrar           | Registration Information                             | 517-432-6820  |
| MSU Law Student Receivables | Billing/Payment Questions                            | 517-432-6815  |
| University Apartments       | University Apartments                                | 517-355-9550  |
| Residence Halls             | Residence Hall Charges/Various Halls (See Directory) |               |
| MSU Law Students Affairs    | Academic Information                                 | 517-432-6806  |