

# UNIVERSITY OF EVANSVILLE

## Registration and Payment Policies and Key Dates for Academic Year 2023-2024

Please read the following paragraphs carefully as they explain the policies and provide key dates related to the registration process, billing system, and payment due dates.

### REGISTRATION POLICY

New freshmen may complete registration after paying appropriate deposits.

Returning students who have a student account balance of \$500 or less in the most recent term may register for the fall semester beginning in March. Students returning for the 2024 spring semester may register in November under the same conditions.

Students registering after the above dates, but on or before August 31 or December 31, will be required to pay all past due amounts, plus a minimum of one-half of the new semester's balance at the time of registration. Students registering after August 31 or December 31 will be required to pay in full at the time of registration.

Registration for the upcoming term will be subject to cancellation if a previous semester's past due balance is not satisfied by July 15 (fall semester), or December 15 (spring semester), or if the new semester's payments are not made by the dates listed below.

### PAYMENT POLICY

Please review the following payment schedule for both the fall and spring semesters. \*Note the lines labeled "First Payment Due" and "Final Payment Due":

	<u>FALL SEMESTER</u>	<u>SPRING SEMESTER</u>
First billing available in <i>Self Service</i>	July 15	December 1
First payment due	August 15	December 15
Second billing available in <i>Self Service</i>	September 1	January 1
Final payment due	September 15	January 15

You may choose one of the following payment options: pay fall semester charges in full on or before August 15 and spring semester charges in full on or before December 15, or make a minimum payment of at least one-half of the balance by those dates. **If you choose to make the minimum payment, a finance charge of 1.5% will be assessed monthly on the outstanding balance. Registration may be canceled if the account balance is not paid in full by the "final payment due" date listed above.**

**The University offers an interest free monthly payment plan which offers a low set-up fee and permits the annual costs to be spread over a ten, or eight-month period.**

All questions relating to student billing should be referred to the Office of Student Financial Services Cashier line at 812-488-2565.

Should you require a personal conference, please contact the Office of Student Financial Services at 812-488-2364.