

**UNIVERSITY OF EVANSVILLE**  
**Registration/Payment Policy and Key Dates for the Academic Year 2012-2013**

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**

Currently enrolled full-time students who have no past due balance may register beginning March 2012 for the fall 2012 semester. Students returning for spring semester 2013 can register in November 2012 under the same conditions.

All students registering after the above dates must be current in one of the payment plan options. Registration may be cancelled if payments are not made by the dates listed below.

**INTERNATIONAL STUDENT PAYMENT POLICY**

**Methods of Payment**

Students may bring U.S. funds in the form of a cashier's check drafted on a U.S. bank, traveler's check **or** send funds via wire transfer through **PeerTransfer**. Students are cautioned not to carry large sums of cash.

For **PeerTransfer** wire transfer information go to, <https://peertransfer.com/evansville/> or contact Kate Hogan in the International Center at kh114@evansville.edu (812-488-2575) or Becky Hamilton, Director of Student Accounts at bh9@evansville.edu (812-488-2565).

**Any student unable to satisfy the University of Evansville payment requirements will be subject to dismissal from the University and terminated in the SEVIS system, thereby being considered out-of-status by the United States Citizenship and Immigration Services (USCIS). New students will not be allowed to register until all payment requirements are met. New students who enter the U.S. but do not register or attend classes at the University of Evansville will forfeit 50% of any amount paid. All registered students who request a transfer are subject to the institutional refund policy on the day the SEVIS transfer is completed.**

**2012 – 2013 Semester Payment Options**

Full-time undergraduate and graduate international students may choose one of the following three options for satisfying their financial obligation to the University. **Please choose one:**

**Option One: One Payment**

Student pays the full amount on or before August 20<sup>th</sup> for the fall semester and December 20<sup>th</sup> for the spring semester.

**Option Two: Two Payments**

Student pays the full amount in two equal payments. The fall semester payment will be due on or before August 20<sup>th</sup>, with the second installment plus a 1.5% finance charge due on or before September 5<sup>th</sup>. The first spring semester payment will be due on or before December 20<sup>th</sup>, with the second installment plus a 1.5% finance charge due on or before January 5<sup>th</sup>.

**Option Three: Three Payments**

Student pays the full amount in three equal payments. The first fall semester payment will be due on or before August 20<sup>th</sup>, with the second installment plus a 1.5% finance charge due on or before September 5<sup>th</sup>. The third and final payment plus an additional 1.5% finance charge will be due on or before October 5<sup>th</sup>. The first spring semester payment will be due on or before December 20<sup>th</sup>, with the second installment plus a 1.5% finance charge due on or before January 5<sup>th</sup>. The third and final payment plus an additional 1.5% finance charge will be due on or before February 5<sup>th</sup>.

All questions relating to student billing should be referred to the Office of Student Accounts, by calling (812) 488-2565. Should you require a personal conference, do not hesitate to contact Becky Hamilton, Director of Student Accounts, at (812) 488-2565.