

# UNIVERSITY OF EVANSVILLE

## Registration/Payment Policy and Key Dates for the Academic Year 2017-2018

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**

Returning students with no outstanding balance may register for the fall semester beginning in March. Students returning for the 2018 spring semester may register in November under the same conditions.

Students registering after the above dates must be current in one of the available payment plan options listed below. Registration may be subject to cancellation if payment is not made by the plan due dates.

### **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. Students are cautioned not to carry large sums of cash.

For bank wire information, please 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 and thereby 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.**

#### **2017 – 2018 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**

Pay the full amount due on or before August 15 (fall semester) and December 15 (spring semester).

##### **Option Two: Two Payments**

Pay the full amount in two equal payments. Pay a minimum of 50% of the fall semester balance on or before August 15; with the remaining balance, plus a 1.5% finance charge, on or before September 15. The first spring semester payment will be due on or before December 15; with the remaining balance, plus a 1.5% finance charge, due on or before January 15.

##### **Option Three: Three Payments**

Pay the full amount in three equal payments. Pay the first fall semester payment on or before August 15, with the second payment, plus a 1.5% finance charge, due on or before September 15. The third and final payment, plus an additional 1.5% finance charge, will be due on or before October 15. The first spring semester payment will be due on or before December 15, with the second payment, plus a 1.5% finance charge, due on or before January 15. The third and final payment, plus an additional 1.5% finance charge, will be due on or before February 15.

All questions relating to student billing should be referred to the Office of Student Accounts at 812-488-2565. Should you require a personal conference, please contact Becky Hamilton, Director of Student Accounts at 812-488-2163.