

**BURSAR'S OFFICE**

*Fall 2018–Spring 2019*

**Student & Parent**

# Q&A



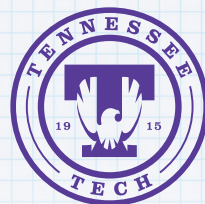
**Tennessee**  
TECH



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# THE BURSAR'S OFFICE

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The Bursar's Office, also known as the business office, collects tuition, fees and other university-related charges. The business office handles billing, excess aid, fee payment/enrollment confirmation, the deferred payment plan, and processes refunds created by Financial Aid, payments or account adjustments

**FUN FACT:** Bursar is a term unique to higher education and means "keeper of the funds." The office includes cashiers, accounts receivable and loan accounting.

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**THE BURSAR'S OFFICE IS LOCATED AT:  
DERRYBERRY HALL ROOM 100  
1 WILLIAMS L JONES DR.  
COOKEVILLE, TN 38505**

HOURS OF OPERATION ..... 8a.m. – 4:30p.m. Mon.-Fri.

CASHIERS ..... 8a.m. – 3:30p.m. Mon.-Fri.

Window 1: Self Service  
Windows 2 & 3: Cashiers  
Windows 4 & 5: Accounts Receivable  
Window 6: Loan Accounting

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## CONTACT US:

Phone ..... (931) 372-3311  
Email ..... bursar@tntech.edu

**[www.tntech.edu/bursar](http://www.tntech.edu/bursar)**

This is the link to the Bursar webpage where you will be able to find answers to your questions, students can be directed to make payments, sign up for direct deposit, etc.





# IMPORTANT DATES (FALL)

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## August

- 8/16/18** Confirmation deadline for students expecting an excess aid direct deposit prior to the term beginning.
- \* **8/25/18** Registration fee payment/enrollment confirmation deadline **OR** first installment of deferred plan due.
- 8/26/18** Last day for 100 percent refund/registration non-confirmation purge
- 8/28/18** Begin assessment of late confirmation fee.

## September

- 9/05/18** Late registration fee payment/enrollment confirmation deadline **OR** first installment of deferred plan due (late fee applies).
- 9/06/18** Final registration non-confirmation purge.
- 9/10/18** Last day for 75 percent refund.
- 9/24/18** Last day for 25 percent refund.
- 9/28/18** 2nd installment of deferred plan due.

## October

- 10/31/18** 3rd installment of deferred plan due.

## November

- 11/30/18** 4th installment of deferred plan due.





# IMPORTANT DATES (SPRING)

## January

- 1/02/19** Confirmation deadline for students expecting an excess aid direct deposit prior to the term beginning.
- \*1/12/19** Registration fee payment/enrollment confirmation deadline **OR** first installment of deferred plan due.
- 1/13/19** Last day for 100 percent refund/registration non-confirmation purge.
- 1/15/19** Begin assessment of late confirmation fee.
- 1/23/19** Late registration fee payment/enrollment confirmation deadline **OR** First installment of deferred plan due (late fee applies).
- 1/24/19** Final registration non-confirmation purge.
- 1/28/19** Last day for 75 percent refund.

## February

- 2/11/19** Last day for 25 percent refund.
- 2/28/19** 2nd installment of deferred plan due.

## March

- 3/29/19** 3rd installment of deferred plan due.

## April

- 4/30/19** 4th installment of deferred plan due.



\*Our offices are open Monday through Friday. If you need to speak with a cashier or need assistance with confirmation, please contact us during office hours.

[ntech.edu/bursar](http://ntech.edu/bursar)

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# WHAT MY PARENTS SHOULD KNOW!

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## ENROLLMENT CONFIRMATION REQUIRED

Students must confirm their schedule each term, even if their tuition is covered by scholarships and financial aid!

## AUTHORIZED THIRD PARTY USERS

Students may set up authorized users to view their account information and make payments. Adding an authorized user is your consent that an individual may view only your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records or other personal information.

- If you want to make payment as an authorized third party, please go to “Tutorials & FAQs” at our website, [www.tntech.edu/bursar](http://www.tntech.edu/bursar).

## STUDENT INFORMATION RELEASE AUTHORIZATION

Parents wanting to ask questions about their student’s records must be authorized prior to information being released.

- In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

## DEFERRED PAYMENT PLAN

Deferred payment of registration fees, residence halls, and meal plan charges is available during the fall and spring semesters for students owing \$500 or more after all financial aid, loans and discounts are applied.

- 25 percent of fees plus \$50 non- refundable service charge due by first installment (Aug. 25).\*
- 25 percent installments due on (Sept. 28, Oct. 31 and Nov. 30).
- See university calendar for spring deadline.



# IMPORTANT INFORMATION

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## EMAIL

In order to be well informed, it is critical that you routinely review your Tech assigned e-mail. You will be assigned a university e-mail account and may also submit a personal e-mail address via Eagle Online under the “Personal Information” menu option. Keep the addresses current and frequently check for messages to all addresses on file since this is our primary means of communicating with you.

## ENROLLMENT CONFIRMATION REQUIRED

Please be aware that even though your fees may be fully covered by scholarships or financial aid with no additional payment due, you must still **confirm** your enrollment each term on Eagle Online; the fall date is August 25 and for spring, January 12.

- A \$100 late fee will be assessed for payments made or enrollment confirmed after August 27 for fall and January 14 for spring.

## EXCESS AID/ DIRECT DEPOSIT

If you have more scholarships and financial aid than is needed to cover your fees, this overage is referred to as “Excess Aid” and is an amount which the University passes on to you by direct deposit into a bank account which you specify.

- If you have not already done so, you should sign up for direct deposit by following the steps at [www.tntech.edu/bursar](http://www.tntech.edu/bursar) under menu item “Tutorials & FAQs.” Your direct deposit authorization allows the university to deposit excess aid and other refunds directly into the designated bank account.
- Students are promptly notified by a system generated email each time the university initiates a direct deposit transaction.
- Students are required to participate in the direct deposit process in order to receive their refund in a timely manner.

## MEAL PLANS

Meal plans are not activated until your student account is paid/confirmed. Please come to campus prepared.



## THE BURSAR'S OFFICE

Derryberry Hall 100  
1 William L Jones Dr.  
Cookeville, TN 38505  
[tntech.edu/bursar](http://tntech.edu/bursar)



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Tennessee Tech does not condone and will not tolerate discrimination against any individual on the basis of race, religion, color, creed, sex, age, national origin, genetic information, disability, veteran status, and any other basis protected by federal and state civil rights law. Tennessee Tech complies with Title IX and prohibits discrimination on the basis of sex in education programs and activities, admissions or employment. Inquiries regarding non-discrimination and affirmative action may be referred to the Director of Affirmative Action, Derryberry Hall 156, Box 5132, Cookeville, TN 38505-0001, 931-372-3069, [equity@tntech.edu](mailto:equity@tntech.edu). Inquiries regarding Title IX may be referred to Tennessee Tech's Title IX Coordinator, Derryberry Hall 256, 931-372-3112, [TitleIX@tntech.edu](mailto:TitleIX@tntech.edu), or to the U.S. Department of Education Office of Civil Rights, 800-421-8339, [OCR@ed.gov](mailto:OCR@ed.gov). Publication BUS177-PRNT-18