

Important Information

All charges for tuition, fees, and room and board are due in full at the beginning of the semester **UNLESS** covered by an SBU Payment Plan. No student is permitted to finalize registration until all account balances have been settled or satisfactory arrangements have been made with the Credit & Collections Manager. Delinquent accounts requiring additional collection efforts will be subject to the costs incurred for collection (including, but not limited to, legal fees and collection agency costs). This information is subject to change without notice. Please refer to your University Catalog or contact Credit & Collections for additional information.

Are you **READY**
for the
NEW SEMESTER?

Registration Check List

- Select Classes with Advisor
- File for Financial Aid at WWW.fafsa.ed.gov
- Apply for Student Loans (ie Perkins/Stafford)
 - If this is your first loan, you need to sign the Master Promissory Note (MPN) and complete online counseling at WWW.Mapping-your-future.org
- Select Payment Option and/or Payment Plan
 - Print, complete, and sign Promissory Note.
 - Complete and return "Auto" Pay Form.

TO:

Southwest Baptist University
1600 University Ave
Bolivar MO 65613

Inspiring Excellence, Building Futures, Honoring God



SBU PAYMENT OPTIONS & PAYMENT PLANS

A Christ-centered, caring academic community preparing students to be servant leaders in a global society.

Tel: 417-328-1570
Fax: 417-328-1514
www.sbuniv.edu

Payment Options and Plans

- Beginning in Fall 2004, Southwest Baptist University will be offering a comprehensive payment plan program designed to meet your unique financial situation.
- Together, with any financial assistance you may be receiving, you may mix and match the following options to best fit your specific financial situation:

SBU Payment Options

Pre-Payments

You can begin making payments toward a future semester at ANY time! Just send your payment, clearly marked with the term you want your payment to be posted, to our Accounting Department. The first day of the semester, your payment(s) will automatically be posted toward your semester's charges. It's that easy!

Online / Phone Payments

Pay online via your WebAdvisor account OR call 417-328-1523 to pay by phone. Parents wanting to pay online will need to get access and information from their student.

"Automatic" Payments

You can choose to have your payments "automatically" charged to your credit or debit card. Choose between the 1st or 15th of each month. Visit our website for the required form.

SBU Payment Plans

Monthly Payments

Want smaller, more affordable payments? Then the **NEW SBU Payment Plan is for you!**

Set-up on a semester-by-semester basis, these plans will allow you to break your balance into either three or four payments.

Four-Month Payment Plan

Installments *due 1st of the Month*, starting the month the semester begins.

- **Fall Semester** payments due:
Aug 1, Sept 1, Oct 1, Nov 1
- **Spring Semester** payments due:
Jan 1, Feb 1, March 1, Apr 1

Three-Month Payment Plan

Installments *due 1st of the Month*, starting approximately two weeks into the semester.

- **Fall Semester** payments due:
Sept 1, Oct 1, Nov 1
- **Spring Semester** payments due:
Feb 1, March 1, Apr 1

SIGN-UP BY REGISTRATION DEADLINE!

SBU Payment Plan participants will be subject to a .75% /mo finance charge, along with other applicable fees, as outlined in the current University Catalog.

Forms Available Online

To download the necessary forms for the **SBU Payment Plan**, or for additional information, go to: **www.sbuniv.edu/Credit_and_Collections/PayPlan.htm**.

No internet access? Call 417-328-1570 to request the forms you need.

Frequently Asked Questions

How do I determine the amount to use for the Promissory Note?

Use the "total now due" amount on your most recent registration statement. NOTE: Review the statement closely, making sure all charges and credits are on as expected.

Not all of my financial aid is on the Registration Statement. What do I do?

You can deduct the aid you are still expecting from the "total now due" amount. Then check your account online via WebAdvisor to confirm the aid is listed.

What if I / my student receives additional Financial Aid, after the promissory note is signed & returned?

Additional financial aid will reduce the amount of your LAST monthly payment. For example, if your 4-month plan covers a \$4,000 balance, monthly payments will be \$1,000. An additional scholarship of \$500 will reduce your last payment to \$500. It's that easy!

If I "overpay" for a semester, will that be credited toward a future term?

No! A refund will be issued in the student's name. You/your student will need to instruct the cashier to put these funds toward a future term.

I need more financial aid? Is it available?

Yes!! In most cases, additional loans are available. Talk to a Financial Aid Officer at your campus for more information. (Graduate students should contact the Bolivar Financial Aid Loan Officer at 417-328-1571.)