Payment/Refunds for Spring 2017 at Dakota State University

Main Campus classes for the Fall semester at DSU will start at **8:00am** on Monday, January 9, 2017. Below are a couple steps that need to be completed for the start of the term.

**Step 1: Attendance Confirmation**
All students who have registered for classes are required to complete the online attendance confirmation form each semester. This should be done prior to January 1, 2017 to avoid delays in applying financial aid to your student account but no later than January 19, 2017. If you do not complete the attendance confirmation, your classes are subject to cancellation and late fees.

Log into MyDSU and go to Attendance Confirmation under Quick Links starting December 1st 2016.

If you have questions please contact the Cashiers Office at 605-256-5271 or email cashier@dsu.edu.

**Step 2: Payment for Spring 2017 semester charges at DSU**
Charges have been posted to your SDePay account and payment may be made through SDePay. Payment deadline is January 19, 2017. If payment is not made or a payment plan is not set up by January 19, late fees will be assessed and your registration is subject to cancellation. If you cannot meet a payment deadline, contact the Cashier’s Office to request an extension. This includes students with delayed financial aid.

How do I know what I owe?
The university does not send paper bills. Your current activity for the Spring semester is updated in real time to your SDePay account. Bills with the classes you are enrolled in or statements listing your activity history (charges and payments or credits) will be posted to your online account and you are sent an email notifying you when a bill has been posted. Bills and statements are only current as of the day listed on the statement.

Students are encouraged to review their student account and check their DSU email regularly as a matter of good business practice.

How do I make my payment?
- Go to SDePay/View Account under the Financial Information section in WebAdvisor. The bottom of the Current Activity section lists **Total Amount Currently Due**. You can make your payment via e-check (no additional fees) or credit card (subject to a 2.75% service fee). MasterCard, VISA, Discover, or American Express are accepted.
- You may mail a payment (payable to DSU) to Dakota State University, ATTN: Cashier, 820 N Washington Ave, Madison, SD 57042. Make sure your student ID is noted on the check.

How do I set up a payment plan?
The last day to enroll for a payment plan is January 19 with a 35% down payment and monthly payments in October and November. To enroll in a payment plan, click on the Sign Up For a Payment Plan icon after logging into SDePay.

My Parents are going to pay my bill. Can they do this through SDePay?
You can set up a parent as an authorized payer on SDePay. Steps for setting up an authorized payer is in the student portal on the Financial Tab under Pay for College/Tuition & Fees.

My Current Activity shows I have a credit balance. How do I get my refund?
Refunds will be initiated for those who have completed the attendance confirmation, with no holds or special processing requirements, and a credit balance as of December 30, 2016. Refunds are processed **approximately** four business days prior to the first day of class or **approximately** 1 week after financial aid has created a credit balance.

- **By Mail**: Refund checks will be mailed to the student’s local address.

- **By Direct Deposit (Quickest method)**: Those who have chosen the direct deposit option will have their refunds deposited directly to their checking or savings account. Log into WebAdvisor and go to the Financial Information section to sign up for Direct Deposit. An email notice is sent to you when a direct deposit is initiated.

My account does not show any financial aid to be applied. What do I do?
If your financial aid awards do not show as a credit to your account or as financial aid remaining by December 30, 2016, please contact the DSU Financial Aid Office at 605-256-5152 or fa@dsu.edu to determine what steps are necessary to complete your financial aid award.

DSU Cashier’s Office
Email: Cashier@dsu.edu
Phone: 605-256-5271
Portal site: Financial Tab > Pay for College/Tuition & Fees
Website: Admission > Financial Aid and Tuition > Tuition and Fees