

Payment/Refunds for Spring 2018 at Dakota State University

Main Campus classes for the Spring semester at DSU will start at **8:00am** on Monday, January 8, 2018. 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. This should be done prior to January 1 to avoid delays in applying financial aid to your student account but no later than January 18. 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.

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

Step 2: Payment for Spring 2018 semester charges at DSU

Charges have been posted to your SDePay account and payment may be made through SDePay. Payment deadline is January 18. **If payment is not made or a payment plan is not set up by January 18, 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 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 posted at least monthly and 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/Pay Here under Quick Links in MyDSU. 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 18 with a 35% down payment and monthly payments in March and April. To enroll in a payment plan, go to SDePay, click on Make Payment then Sign Up For a Payment Plan.

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 are available by going to MyDSU. Under the Menu go to the Financial section then 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 January 2. 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 January 2, 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: MyDSU > Financial > Pay for College/Tuition & Fees

Website: www.dsu.edu > Admissions > Financial Aid and Tuition > Tuition and Fees