SOUTHEASTERN
LOUISIANA UNIVERSITY
Controller's Office At-A-Glance
www.southeastern.edu/controller

Financial Responsibility Statement
- Available for review on Controller's Web-page and LeoNet account
- Must be accepted before registering for classes

Fee Payment Deadline
- Please refer to the published deadline on the website under Fee payment FAQs located via the following link: Fee Deadline
- Students will be responsible for any tuition and fees for classes that remain on their schedules after the first day of classes

Privacy Policy
- Account information will only be released to the student unless prior authorization has been provided according to the 1974 Family Educational Rights and Privacy Act (FERPA). The release information authorization must be completed online via the student's LeoNet account.

Refund Policy:
- **Resignations**

	Fall/Spring	Summer
100%	Before 1st class day	Before 1st class day
75%	1st – 5th class day	1st – 3rd class day
50%	6th – 15th class day	4th – 8th class day
0%	Thereafter	Thereafter

- **Dropped Classes** – 100% before the first day of classes, 100% during drop/add except for the last class, 0% after drop/add period

Southeastern Payment Plan
- Divides tuition, fees, housing and meals into three installments for Spring/Fall and two installments for Summer.
- Must be in good financial standing with the University
- $45 processing fee
- $10 late fee charged on late payments; no interest

Refund of excess Financial Aid/ personal payments
- Refunds are issued through BankMobile Disbursements
- Select a refund preference

Available "on-line" through LeoNet
- Account Balance
- Make payments
- Fee Statement
- Authorize to release info
- 1098T – Tax Info

Methods of payment
- Payments made at the Controller's Office must be in the form of cash, cashier's check, check or money order. All credit card and electronic check payments must be made via your LeoNet account.
- Mastercard, VISA, American Express and Discover credit cards are accepted for payment of registration fees and/or fines. All Webpay transactions are SSL secured.

Returned Check and Disputed Credit Card Policy
- All returned checks/echecks, for any reason are assessed a $15 Service Fee.
- Payments for returned checks/echecks must be made using cash, credit card, cashier's check, or money order.
- Students who submit a check/echeck for tuition and fees, have three checks/echecks which are returned to the University, or fail to redeem returned checks promptly will be placed on a CASH ONLY basis for all future transactions with the University.
- If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions.

Southeastern Louisiana University
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