



# Controller's Office At-A-Glance

[www.southeastern.edu/controller](http://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**

	<u>Fall/Spring</u>	<u>Summer</u>
100%	Before 1 <sup>st</sup> class day	Before 1 <sup>st</sup> class day
75%	1 <sup>st</sup> – 5 <sup>th</sup> class day	1 <sup>st</sup> – 3 <sup>rd</sup> class day
50%	6 <sup>th</sup> – 15 <sup>th</sup> class day	4 <sup>th</sup> – 8 <sup>th</sup> 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.
- 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

- Activate your refund account and 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, 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.
- If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions.

## Returned Check and Disputed Credit Card Policy

- All returned checks are assessed a \$15 NSF Check Fee
- Payments for returned checks must be made using cash, credit card, cashier's check, or money order.
- If a check is returned that was written to pay tuition, students are placed on a CASH ONLY basis.
- Students are also placed on a CASH ONLY basis when checks that are written for cash have been returned NSF on three occasions or dispute credit card payments.

**Southeastern Louisiana University**  
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