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
- August 12, 2016 at 12:30 pm is the fee payment deadline
- Payment Due Date for all students registered for Fall 2016 classes. Students who have not paid by 12:30 pm will be cancelled from their classes. Payments must be received and posted to the students account before 12:30 pm.
- 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**
    - 100% Before 1st class day
    - 75% 1st – 5th class day
    - 50% 6th – 15th class day
    - 0% Thereafter
  - **Summer**
    - 100% Before 1st class day
    - 75% 1st – 3rd class day
    - 50% 4th – 8th class day
    - 0% 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 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 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.

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