

Office of Student Accounting



Spring 2017 Payment Due Dates & Payment Options

1. Due Date:

Students registering November 1 – December 14, 2016

Payment Due – December 14, 2016

Students registering on or after December 15, 2016 or making a registration adjustment that results in a balance due

**Payment Due within 48 business hours
(2 Business Days)**

2. Electronic Billing Statements:

Please be advised that paper bills will not be mailed. Your billing details are available at any time on KeanWISE. Please log onto [KeanWISE](#) and select "View My Account" located under the student menu. You may view your charges and make a payment immediately following registration.

Billing notifications and communications will be sent to your Kean.edu email address.

3. Accepted Tuition Payment Methods:

Online -- **Preferred Method (via KeanWISE) ****** E-Checks using your checking or savings account information, Accepted credit cards: VISA, MasterCard, Discover & Diner's Club. Please be advised that a 2.75% non-refundable convenience fee will be assessed when choosing to pay by credit card. There is no charge when paying by E-check.

In Person -- Cash, Debit Card, Personal Check, Cashier's Check & Money Order. Checks or money orders should be made payable to Kean University. Foreign checks will not be accepted. We are located on the 3rd Floor of the Administration Building. **If you are paying by credit card, please make your payment online.**

By Mail -- Please do not mail cash, postdated checks or credit card information. Checks made out incorrectly will be returned. The University is not responsible for delays in either inter-office or federal mails. If your payment is not received by the due date this may result in forfeiture of your schedule or a restriction may be placed on your account. Please Mail to: Office of Student Accounting, Kean University, 1000 Morris Ave., Union, NJ 07083. (Include ID# on payment)

International Wire Transfer- We offer International Wire Transfers through Peertransfer (Flywire). Please visit <https://www.flywire.com/pay/kean> and follow the instructions.

4. Payment Plan:

You may opt to spread your educational expenses over equal monthly payments. The enrollment fee is \$40.00 per semester. The plan is available for the Fall, Spring and Summer semesters only. All plans require the enrollment fee and down payment to be paid at the time of enrollment. If you wish to enroll in a payment plan please log onto KeanWISE and select "View/Pay My Bill" under the student menu.

5. Financial Obligations:

All students registering for classes at Kean University assume financial liability for tuition and fees as set by Kean University and agree to the terms and conditions as set forth in the [Financial Obligations Agreement](#). Students are responsible for ensuring fulfillment of their financial obligations by the due date.

To meet your financial obligation, students are required to meet **one** of the following criteria:

1. **Payment** – Make payment in full out-of-pocket by the due date.
2. **Financial Aid** – Have enough financial aid awards to cover charges in full by the due date. (Grants/Loans/Scholarships). Log onto KeanWISE and view your financial aid status to assure your financial aid awards are sufficient.

Pending financial aid that has not yet been awarded due to processing time or incomplete documents does NOT constitute deferment of tuition. Please pay in full or enroll in a payment plan to secure your schedule, any amounts due after Financial Aid is awarded will be refunded.

3. **Payment Plan** – Set up a payment plan via KeanWISE for the amount due by the due date. (Fall, Spring and Summer Terms Only)
4. A combination of the above.

6. Student Housing and Meal Plan Obligations:

Students who apply for housing are responsible for ensuring payment in full by the due date, December 14th 2016. Housing and Meal Plan rates are posted on the [Office of Residential Services](#) webpage.

7. Schedule Forfeitures and Restrictions:

***IMPORTANT:** If you do not meet your financial obligations by the due date your schedule may be forfeited or a restriction may be placed on your account. If at any point after the due date you make a registration adjustment that causes an additional balance due, this balance must be paid immediately to avoid forfeiture or a restriction of ALL your classes. **Any student whose schedule is forfeited and who re-registers at a later date will be assessed a non-negotiable, non-refundable re-registration fee of \$100.00.**

8. Late Payment Fee Policy:

Students with an outstanding balance and students who are delinquent on their payment plan will be assessed a \$50 per month late payment fee.

9. Late Registration Fee Policy:

Students registering on or after December 15, 2016 will be assessed a late registration fee of \$105.00. Students registering on or after the first day of the Spring term (January 17, 2017) will be assessed a late registration fee of \$210.00.

10. Returned Check Fee Policy:

Any returned check (including e-checks) will be assessed a non-refundable \$50.00 returned check fee. In addition, your schedule may be forfeited and a restriction may be placed on your account.

11. Tuition Refund Policy:

Withdrawal First Week of Classes	100% Refund
Second Week of Classes	75% Refund
Third Week of Classes	50% Refund
Fourth Week & Thereafter	0% Refund

**Above applies only to the Fall and Spring terms.

Please refer to the [Academic Calendar](#) for specific dates.

Stopping payment on a check, having a check returned for insufficient funds or canceling a credit or debit card payment does not constitute official withdrawal or cancellation of financial obligation incurred through registration. If you intend to withdraw, you are required to comply with published withdrawal procedures.

Matriculated full-time students will qualify for a refund only in the event they drop down to part-time status (less than 12 credits for undergraduate and less than 9 credits for graduate) during the refund period. The refund will then be the difference between the full-time flat rate and the part-time rate for the number of credits remaining based on the percentages of the Tuition Refund Policy listed above. Thereafter, the refund will be calculated on an individual course basis based on the above percentages. Part-time students qualify for refunds on an individual course basis through the refund period.

12. Health Insurance:

As of the Fall 2016 term, Kean University will no longer offer a student health insurance plan. For additional information please visit the [Student Accounting](#) Home page.

13. Student Accounting Office Hours:

Regular Hours: Monday – Thursday 8:00am – 6:00pm
Friday 8:00am – 5:00pm

****Please note: Office Hours may differ during winter break, spring break, and summer sessions.**

14. Contact Us:

By Phone: (908) 737-3240

Via Email: stuactg@kean.edu