

Office of Student Accounting



Summer 2 2016 Payment Due Dates & Payment Options

1. Due Date:

Your due date is based on your initial registration date, NOT subsequent registration changes.

Summer 2

Students Registering April 5 – June 7, 2016

Payment Due In Full – June 7, 2016

Students Registering June 8 – July 5, 2016

Payment Due In Full – July 5, 2016

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 <https://webreg.kean.edu> 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 Payment Methods:

Online - **Preferred Method (via KeanWISE)** E-Checks using your checking or savings account information, Visa, MasterCard, Discover & Diner’s Club. Please be advised that a 3.00% 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 de-registration of your schedule or a financial 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 now offer International Wire Transfers through Peertransfer. Please visit <http://kean.peertransfer.com> and follow the instructions.

4. TMS Payment Plan:

TMS Payment Plans are not offered for the Summer sessions.

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 & Conditions](#). Students are responsible for ensuring payment in full by the due date. Students are considered to have met their financial obligation when one of the following options are met:

1. Payment in full to the Student Accounting Office
2. Have financial aid to cover charges in full
3. Payment in full by combining payments and financial aid

***PLEASE NOTE** - Pending financial aid that has not yet been packaged due to processing time or incomplete documents does NOT constitute deferment of tuition.

6. De-Registration and Financial Restrictions:

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

7. Tuition Refund Policy:

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. Please refer to the Academic Calendar for the withdrawal schedule: <http://www.kean.edu/offices/registrar/registration-information/summer-session>

8. Returned Check Fee Policy:

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

9. Parking Decals:

Please be advised that you must register your vehicle and apply for a Kean Parking Decal in order to park your vehicle at any of Kean's parking lots. You may find additional information or apply for a free decal at www.kean.edu/parking/.

10. Student Accounting Office Hours:

Regular Hours	Monday – Thursday	8:00 a.m. – 6:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
Summer Hours	May 23 through August 11, 2016:	
	Monday – Thursday	8:15 a.m. – 5:30 p.m.

11. Contact Us:

By Phone: (908) 737-3240

By Email: stuactg@kean.edu or billing@kean.edu