

BILLING AND PAYMENT INFORMATION

Quick Guide Help Sheets are available at:

<http://www.bismarckstate.edu/campusconnection/quickguide.asp>

Students can find out how to:

- View Student Account (Tuition/Fees) Information
- Make a Payment
- Set-up an Authorized User (parent, spouse, etc) to Make a Payment

Authorized Users can find out how to:

- Make a Payment as an Authorized User

Check **DATES AND DEADLINES** at: <http://www.bismarckstate.edu/campusconnection/>

FULL CALENDARS for the specified term will provide:

- Payment due date for the semester, book charging dates, financial aid crediting and the date to start mailing of excess financial aid

DATES AND DEADLINES SCHEDULE for the specified term will provide:

- Last Date for 100% Tuition/Refund based on the actual class start and end dates
- Date Late Fee of \$100.00 will be applied to past due balances
- Last Date to Enroll (Add)
- Last Date to Drop Without Transcript Record,
- Last Day to Drop/Withdraw to Zero Credits
- Faculty Grade Deadlines.

PAYMENT OPTIONS AVAILABLE are:

Pay Online with check, credit card, checkcard

Mail payment (check only) to: BSC Student Finance, PO Box 5587, Bismarck, ND 58506

Pay in Person: BSC Student Finance, First Floor of Schafer Hall

Phone in Credit Card Payment (If you receive a voice mail message, please leave a clear message with your full name, a day and evening phone number and a short message. We will return your call within 24 business hours.)

Last Name A-G call 701-224-5533

Last Name H-O call 701-224-2451

Last Name P-Z call 701-224-5706

WHAT IS A SERVICE INDICATOR – SF Service Indicators are applied to student accounts with balances 30 days past due and/or accounts considered delinquent or written off due to non-payment. SF Service Indicators with a negative impact will prevent the student from registering for future classes, adding classes to a current term, or obtaining transcripts. Students must pay the outstanding balance in full prior to the removal of the Service Indicator. Service Indicators are removed within 24 business hours after payment has been applied to the student account.

Students with balances turned over to a Collection Agency will be required to have the account paid in full at the Collection Agency with the Collection Agency submitting full payment to BSC Student Finance prior to the removal of any Service Indicator Hold. Students must take into account that payments from the Collection Agency may not be received at BSC for 30-40 days. Holds will not be removed prior to receipt of the Collection Agency payment.

WHAT IF I DO NOT RECEIVE A BILL PRIOR TO THE DUE DATE? It is the student's responsibility to find out what the balance due on their account is and what the due date is for the semester. Students can view their account at anytime on the web at: <http://www.bismarckstate.edu> and clicking on CAMPUSCONNECTION.

Due to FERPA regulations, we are unable to provide account information to parents or spouses without the student filling out the appropriate release form.

IMPORTANT: Students who are registered for classes at BSC are responsible for the balance due in full on or before the designated due date for the semester (check Dates and Deadlines-Full Calendar at: <http://www.bismarckstate.edu/campusconnection/>) If you add a class after the designated tuition due date, the balance is due at the time you add the class.

If you registered for classes and have decided **NOT** to attend any class you are registered for, you must drop the class or Withdraw to Zero Credits on or before the last date to receive 100% refund for the class to obtain any type of refund. Failure to correctly drop or withdraw may result in you owing a balance for the classes you are enrolled in and /or failed grades.