

Spring 2018 Refund Calendar

You must have a credit balance posted on your student account

Credit Balance Post Date	Refund Date
January 10, 2018.....	January 19, 2018
January 17, 2018	January 25, 2018
January 24, 2018	February 1, 2018
January 31, 2018	February 8, 2018
February 7, 2018	February 15, 2018
February 14, 2018.....	February 22, 2018
February 21, 2018	March 1, 2018
February 28, 2018	March 8, 2018
March 7, 2018	March 15, 2018
March 14, 2018	March 22, 2018
March 21, 2018	March 29, 2018
March 28, 2018	April 5, 2018
April 4, 2018	April 12, 2018
April 11, 2018	April 19, 2018
April 18, 2018	April 28, 2018



The initial Spring 2018 financial aid refund is January 19, 2018

NOTE: You are ineligible for direct deposit if you have a prior term balance on your student account . To verify your account status, log into CSU X-Press and view your student account balance.



IMPORTANT DATES

Validation Deadlines

Deadline to secure your Spring 2018 registration

Interession (4 weeks) - Dec. 8th or upon registration
 Regular Session (16-weeks) – Dec. 8th or upon registration
 Special Session (12-weeks) – Upon registration

Student Health Insurance

For information or to waive fee visit: <https://studentcenter.uhcsr.com>

Deadline to waive- January 17, 2018

Please see Student Health Insurance –SUB-268
 (773) 995-2454

Wellness/Health Center

Deadline to submit proof of required immunizations to avoid \$25 non-compliance fee. Submit paperwork to ADM 131. For more info call (773) 995-2010

Deadline to submit- January 22, 2018

E-Bill

First Spring E-Bill will be emailed after December 1, 2018

All E-Bills are sent to the students school email address. Students are responsible for checking their school email on a regular basis for important correspondence from the University.

Subsequent E-bills will be sent monthly to your student email address.

Spring 2017 CTA Ventra U-Pass Policy

Who is eligible for the CTA Ventra U-Pass?

All registered students enrolled for 12 or more credit hours are eligible for the Ventra U-Pass Card.

THIS IS A MANDATORY FEE THAT CAN NOT BE WAIVED.

Will be available :

January 4, 2018 10:00am-6:00pm

January 5, 2018 10:00am-6:00pm

CTA is off campus. where can I go for my U-Pass?

See the U-Pass Coordinator in the Cashier's Office (ADM 211).

Parking Rates

Reserved Parking Decal (as available)	\$310
Full Year Parking Decal	\$200
Residential Parking Decal	\$150
Spring Semester Parking Decal	\$100

Office of the Bursar & Cashier Information

Spring 2018

CHICAGO STATE UNIVERSITY



Office of the Bursar and Cashier
 Cook Administration Building-Room 213
 9501 South King Drive
 Chicago, IL 60628-1528
 Bursar Tel: 773-995-2470
 Cashier Tel: 773-995-2029

<http://www.csu.edu/financialaffairs/bursar>

Important Information you should know about **Spring 2018!**

Spring 2018 Dates

Spring Intersession:

December 13, 2017 - January 6, 2018

Spring Regular Session:

January 8, 2018 - May 11, 2018

Spring Special Session:

February 5, 2018 - May 11, 2018

REGISTRATION DATES

November 13, 2017– January 7, 2018

January 8th-10th (Late Registration fee)

\$100 Late Registration Fee will be charged for any initial registrations made on or after **January 8th for the Regular Session and February 5, 2018 for the Special Session.**

INITIAL DOWN PAYMENT DUE DATE**

Intersession, Regular Session, & Special Session:

Dec. 8, 2017

FINAL PAYMENT DUE DATE

February 10, 2018

Intersession: January 3, 2018

DROP DATE:

1st drop: Jan 14, 2018

2nd drop: Feb 3, 2018

100% reversal of charges upon withdrawal

Intersession-2 days from start of course

Regular session– January 17, 2018

Special session– February 12, 2018

50% REFUND upon full withdrawal from all courses

Regular Session—January 30, 2018

Special Session—February 20, 2018

****Failure to make payment by the initial payment due date or upon registration may result in the cancellation of your classes. It is the students responsibility to drop the class he or she is not attending. Students will not be reinstated in closed courses.**

Secure Your Classes

Please present a form of payment listed below to the Cashier Office on or before the initial payment due date:

- Financial Aid Hold Release Agreement
- OnPlanU installment plan for remaining account balance; **Installment payment options are available through the OnPlanU** at csu.myonplanu.com
- Bursar Office Third Party Authorization
- Initial monetary down payment.
Part-time (1 -11 registered hours) is **\$423**
Full-time (12+registered hours) is **\$644**
(\$50 deferred fee assessed if balance not paid in full by start of term)

To pay your bill at the Cashier Office, the University accepts cash, check:

- Cash and Check payments – In person only
- Credit Card payments – csu.myonplanu.com

Questions regarding making payments should be directed to the Cashier Office, ADM, Room 211 or by calling (773) 995-2029

Hold Release Agreement

(Begins November 27, 2018– January 7, 2018)

To be eligible for a Hold Release Agreement you must obtain a hold release agreement from the Financial Aid Office and submit it to the Bursar Office to check eligibility. If you are not receiving financial aid, visit the Bursar Office to check additional hold release agreement eligibility .

Important things you should know about signing a Hold Release Agreement:

- Your refund will be in the form of a paper check
- Your direct deposit will be turned off
- Book Voucher will be on your CSU ID
- Come to the cashier's window to sign your initial refund check back into your student account to pay prior balance. (Starts January 20th, check your student account to see if your refund has been created)
- Submit receipts to Bursar Office so your remaining credit balance can be ordered in a manual refund check.
- You will be able to pick up your new check in 5-7 business days from the day you sign your initial refund.

Book Vouchers

January 4th– January 12th To be eligible for a Book Voucher

- Must have a credit balance
- Vibe book Vouchers must have a credit balance as of **January 2, 2017**
- Must have a direct deposit/Vibe card as a refund option to get book voucher in your direct deposit or Vibe card.
- All other book vouchers will be on your CSU ID card for a credit at Follett's Book Store ONLY

* Maximum amount for Book Voucher is \$900

CSU ID Card Book Voucher

***January 12th:** Last day to use funds on ID Card. After this date, students will need to stop by Bursar Office for paper book voucher.

Refund Selection

1. **Logon to Cougar Connect**
2. **Click on the login button, and enter your User Name and Password**
3. **Click "My Info" Tab**
4. **Click "View and Pay Bill"**
5. **Click on eRefunds**
6. **Click on Bank Mobile**
7. **Select or confirm refund selection**
8. **Enter banking information**