I. PURPOSE AND SCOPE

This policy outlines the circumstances within which a student with an outstanding debt to the institution may enter into an agreement to pay the debt over time. The policy also summarizes the federal guidelines regulating the application to outstanding balances of financial aid—commonly called Title IV, and administered through the US Department of Education.

II. POLICY PROVISIONS

A. Students with an outstanding account balance from previous terms may pay the debt over time specified in a Promissory Note (Exhibit A) for that purpose. Students with exceptional circumstances that demonstrate a financial need and ability to pay may be granted a Promissory Note with extended payment terms (Exhibit B). Extended Payment Promissory Notes will be evaluated on an exceptional basis.

B. The Promissory Note must be repaid within the prescribed payment period. This program is not intended to supplement or replace any regular long-term aid or assistance offered by the Student Financial Aid Office.

C. A Promissory Note is available only while school is in session.

D. A financial hold on a student's account can be removed with an executed and approved Promissory Note.

E. Students are responsible for paying their debt within the established Promissory Note deadline.

F. Non-payment of a Promissory Note within established deadlines can result in the recapplication of a financial hold. A financial hold on a student's account can result in a hold of their transcript, registration, and/or denial of future Promissory Notes.

G. A past due Promissory Note can be sent to a collection agency.
H. As stated in the Federal Register Department of Education Federal Student Aid Programs 34 CFR Part § 668.164 Disbursing Funds, the institution may use title IV, HEA program funds to credit a student’s account at the institution to satisfy:

1. Current year charges for:
   a. Tuition and fees;
   b. Board, if the student contracts with the institution for board;
   c. Room, if the student contracts with the institution for room; and
   d. Other educationally related charges incurred by the student at the institution, if the institution obtains the student’s or parent’s authorization under 34 CFR § 668.165(b).

2. Prior award year charges for a total of not more than $200 for:
   a. Tuition and fees, room, or board; and
   b. Other educationally related charges incurred by the student at the institution, if the institution obtains the student’s or parent’s authorization under 34 CFR § 668.165(b).

3. Books and materials purchased with a book voucher, as stated in the Financial Aid Handbook Chapter 2 page 5-41:
   a. The cost of books and materials purchased with a book voucher can be considered institutional charges if a book voucher issued by a school cannot be used to purchase course materials from a convenient affiliated source. The student does not have a real and reasonable opportunity to purchase his or her course materials elsewhere.

III. PROCEDURE

A. Up to $200 of prior aid-year, outstanding financial obligations can be paid with current aid-year Title IV funds, consistent with Federal Department of Education regulations.

B. Students must sign and check the appropriate authorization boxes on the TSU Federal (Title IV) Authorization Statements (Exhibit C) before the university can apply current year aid towards a student's prior year outstanding balance.

C. Current aid-year funds can only be used to pay for non-qualifying charges if the appropriate authorization box is checked on the Texas Southern University Federal (Title IV) Authorization Statements Form. All other amounts must be paid by the student.

D. The Promissory Note amount will be determined by Student Accounting in conjunction with Student Financial Aid and Business Affairs.

E. Students may pick up Promissory Note applications in Student Accounting or on-line.
F. Students complete the applications and submit it in person to Student Accounting. Processing time is usually one (1) business day; however, during peak times, such as the beginning of the semester, it may take up to three (3) business days. Incomplete applications will not be considered.

G. Students can have only one Promissory Note per term. If the Promissory Note is not paid in full by the due date, both transcripts and registration can be blocked (a Hold placed on the account) until the account is paid in full. Failure to repay a Promissory Note can result in ineligibility to receive future Promissory Notes.

H. Decisions to approve the Promissory Note will be based on certain student criteria, such as the number of hours enrolled, GPA, and other outstanding promissory notes.

I. If approved, the Promissory Note will be applied to the student’s account automatically. A receipt and copy of the approved Promissory Note application will be given to the student directly or e-mailed to the address on the Promissory Note application.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Executive Director, Business Affairs

Review: Every three years, on or before May 1

V. APPROVAL:

[Signatures]

Chief Financial Officer

President

Date of President's Approval
Texas Southern University Student Accounting

Promissory Note
Fall 2010
Repayment of Promissory Note is Due September 27, 2010

Application must be legible, accurate and complete.

Name as Enrolled ________________________________ Social Security # ____________ Student Id # ____________

Email Address ________________________________ Cell Phone# ____________ Local Phone# ____________

Local Mailing Address (Street) ______________________________

City __________________________ State ____________ Zip ____________

Permanent Address: ______________________________

City __________________________ State ____________ Zip ____________

List the name and complete address of your nearest relative (excluding parents) who will always know your address (i.e., aunt, uncle). If no other relative is available, a close friend of the family is acceptable. No student is allowed to be used as a reference.

Name __________________________ Relationship ____________ Telephone # ____________

Address ______________________________

City __________________________ State ____________ Zip ____________

What financial resources do you have to repay this promissory note on time?

Promissory Note is requested for Fall 2010 Repayment of Promissory Note is Due September 27, 2010

All approved promissory notes will be automatically applied to your prior term outstanding balances. If this promissory note is not paid in full by the due date, both transcripts and registration can be blocked until the account is paid in full. Your account can be sent to a collection agency and you can be placed on State Hold. You will be responsible for paying all collections costs associated with this promissory note. Payments on the promissory note are to be made on-line or at the Cashier's window in the Bell Building at 3100 Cleburne Avenue, Houston, Texas 77004 (713) 313-7052.

Promissory Note:
I promise to fully repay this promissory note as shown below. I understand that failure to repay the promissory note as agreed can result in the blocking of my transcript, registration, and denial of future promissory notes. A Texas state hold can be placed, and that the past due promissory note can be sent to a collection agency. I understand this promissory note represents an obligation to TSU. If I withdraw from TSU for any reason, the amount of the promissory note is due immediately. Should I have a credit balance on my student account and at the same time an outstanding amount on this promissory note, I hereby authorize TSU to initiate a transfer from my student account and apply against the balance remaining on my promissory note. I also understand that my signature represents that I have read and am in full agreement with the requirements for this promissory note. I agree to pay any and all collection costs associated with this promissory note.

Applicant's Signature __________________________ Date ____________

Parent's Signature __________________________ Date ____________

(May be omitted if applicant is 18 or older)

Office Use Only
Cumulative GPA: 3.0 or higher ____________ Anticipated Student Financial Aid $ ____________
Total Current Semester Debt ____________ Anticipating Transfered Debt ____________
*Promissory Note Amount ____________ Promissory Note Due Date: September 27, 2010

Approved __________________________ Date ____________

Returned to寒敏 By __________________________ Date ____________

Revised Feb. 22, 2010
Exhibit B – Promissory Note Extended Payments

TSU Now. Texas Southern University Student Accounting

Promissory Note
For Extended Payments

Application must be legible, accurate and complete

Name as Enrolled ____________________________ Social Security # __________ Student Id # __________

E-mail Address ____________________________ Cell Phone: __________ local Phone: __________

Local Mailing Address (Street) ____________________________ State __________ Zip __________

City __________ State __________ Zip __________

Permanent Address: ____________________________ Permanent Phone: ____________________________

City __________ State __________ Zip __________

List the name and complete address of one nearest relative (excluding parents) who will always know your address (i.e., aunt, uncle). If no other relative is available, a close friend of the family is acceptable. We student is allowed to be used as a reference:

Name ____________________________ Relationship ____________________________ Telephone # __________

Address ____________________________ City ____________________________ State __________ Zip __________

What caused your request for extended payments (brief background of your account and financial situation):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

What financial resources do you have to make the monthly payments and repay this promissory note on time?

________________________________________________________________________________________
________________________________________________________________________________________

If any payment towards this promissory note is missed or if this promissory note is not paid in full by the due date, both transcripts and registration can be blocked until the account is paid in full. Your account can be sent to a collection agency and you can be placed on State Hold. You will be responsible for paying all collection costs associated with this promissory note. Payments on the promissory note are to be made on-line or at the Causer’s window in the Bell building at 5100 Cullen Avenue, Houston, Texas 77004 - (713) 313-7052

Promissory Note
I promise to fully repay this promissory note as shown below.* I understand that failure to repay the promissory note as agreed can result in the blocking of my transcript, registration, and denial of future promissory notes. A Texas state hold can be placed, and that the past due promissory note can be sent to a collection agency. I understand this promissory note represents an instrument to TSU. If I withdraw from TSU for any reason, the amount of the promissory note is due immediately. Should I have a credit balance on my student account and at the same time an outstanding amount on this promissory note, I hereby authorize TSU to initiate a transfer from my student account and apply against the balance remaining on my promissory note. I also understand that my signature represents that I have read and am in full agreement with the requirements for this promissory note. I agree to pay any and all collection costs associated with this promissory note.

Information: Cumulative GPA __________ Anticipated Student Financial Aid $ __________

Agreed Upon Repayment Terms:
Total Outstanding Balance Due: $ __________ Amount Down: $ __________ Remaining Balance Due: $ __________

Amount of Payment per Month: $ __________ Number of Payments: __________ Total Promissory Note Amount: $ __________

Applicant’s Signature ____________________________ Date ____________________________

Officer’s Copy
Approved ____________________________ Date ____________________________ Entered in Ban.$ __________ Date ____________________________

Revised June 11, 2010
Exhibit C – Federal (Title IV) Authorization Statements

Texas Southern University
Office of Student Financial Services
Ph: 713-313-7071 * Fax: 713-313-1859 * financialservices@tsu.edu * www.em.tsu.edu

FEDERAL (TITLE IV) AUTHORIZATION STATEMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>T-Number/Social Security Number</th>
</tr>
</thead>
</table>

Information
Students who receive Title IV funds (Fed, SEOG, ACG, SMART, PLUS, and Perkins and Stafford and Graduate Plus Loans) as part of their financial aid package are required to complete a Title IV Authorization form. This authorization form will instruct the University on how to apply excess Title IV funds to your student account. Excess Title IV funds are credited when the total amount of Title IV funds posted to your student account exceeds charges for tuition, student fees, room and board.

Your authorization will not prevent you from requesting a refund of either your excess Title IV funds or any other credit balance on your student account during your enrollment at Texas Southern University. The refund policy is located under the "Financial Aid" link at www.econstu.edu.

If you have any questions regarding this authorization, contact the Texas Southern University Financial Services/Financial Aid Office by telephone at 713-313-7071 or email: financialservices@tsu.edu.

Title IV Federal Student Aid Authorization Statement
Federal regulations regarding the use of Title IV funds (Fed, SEOG, ACG, SMART, PLUS, Perkins and Stafford Graduate Plus Loans) credited to a student’s account require TEXAS SOUTHERN UNIVERSITY to apply the Title IV funds only to qualifying charges (tuition, student fees, room and board) billed by TEXAS SOUTHERN UNIVERSITY. However, students can authorize TEXAS SOUTHERN UNIVERSITY to apply any Title IV funds in excess of qualifying charges to other outstanding non-qualifying charges such as bookstore purchases, meals, library fees and fines, and parking fees for the current and prior award years.

Student account statements are sent at the beginning of each month. Outstanding balances on those statements are due in full by the first business day of the following month. In order to simplify the payment of these balances, it is recommended that students authorize TEXAS SOUTHERN UNIVERSITY to apply any excess Title IV funds to any outstanding non-qualifying charges for the current and prior award years.

To enable the University to apply excess Title IV funds to outstanding non-qualifying charges on your account, you must select “Yes” on the Authorization Statement below.

If you select “No” or do not complete the Authorization Statements below, Title IV funds in excess of qualifying charges will be refunded directly to you. All outstanding or future charges will remain your responsibility.

AUTHORIZATION STATEMENTS
I authorize TEXAS SOUTHERN UNIVERSITY to apply excess Title IV funds to all outstanding non-qualifying charges that have been or will be charged to my student account by the University during the current award year.

______ Yes ________ No

I authorize TEXAS SOUTHERN UNIVERSITY to apply excess Title IV funds to outstanding non-qualifying charges that have been charged to my student account by the University for the immediately preceding award year.

______ Yes ________ No

Your authorizations will remain in effect for the entire period that you are enrolled at TEXAS SOUTHERN UNIVERSITY. You may, at any time, change your authorizations by resubmitting this form.

Signature ___________________________________ Date: ______________

Please send your documents to:
Texas Southern University
Office of Student Financial Services
3100 Cleburne Street * Houston, TX 77004