I. POLICY STATEMENT

This policy details all procedures relating to student financial obligations.

II. 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.

III. DEFINITIONS

IV. POLICY PROVISIONS

1. 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.

2. 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.

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

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

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

6. Non-payment of a Promissory Note within established deadlines can result in the reapplication 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.
7. A past due Promissory Note can be sent to a collection agency.

8. As stated in the Federal Register Department of Education Federal Student Aid Programs 34CFR 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:

8.1 Current year charges for:
   8.1.1 Tuition and fees;
   8.1.2 Board, if the student contracts with the institution for board;
   8.1.3 Room, if the student contracts with the institution for room; and
   8.1.4 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).

8.2 Prior award year charges for a total of not more than $200 for:
   8.2.1 Tuition and fees, room, or board; and
   8.2.2 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).

8.3 Books and materials purchased with a book voucher, as stated in the Financial Aid Handbook Chapter 2 page 5-41:
   8.3.1 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 unaffiliated source. The student does not have a real and reasonable opportunity to purchase his or her course materials elsewhere.

9. PROCEDURE

9.1 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.

9.2 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.

9.3 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.

9.4 The Promissory Note amount will be determined by The Office of Student Accounting.

9.5 Students may pick up Promissory Note applications in the Office of Student Accounting or on-line via the MyTSU web portal.

9.6 Students complete the applications and submit to the Office of 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.

9.7 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 will 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.

9.8 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.

9.9 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.

V. APPROVAL

Christina Ordonez-Campos, CPA
Controller

Kenneth Huewitt
Vice President of Administration & Finance/CFO

President

Effective Date 5/9/2018
Exhibit A – Promissory Note

Texas Southern University Student Accounting

Promissory Note Application
Outstanding Financial Obligations of Previous Term(s)

Date: __/__/____ Name: ___________________________ Last First M

Student ID: __________ Phone #: (________) ____________ Area Code __________

Address: __________________________ Street Number __________________________

Preferred Email __________________________ City __________________________ State __________ Zip Code __________

Outstanding Account Balance: __________ Cumulative GPA __________ Anticipated Graduation Date __________

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

________________________________________

Promissory Note Terms & Conditions

I promise to fully repay this promissory note as shown above by [DATE]. I understand this promissory note represents an obligation to TSU. I understand that a STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES AND RECEIVING TRANSCRIPTS UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR WORK DONE DURING THAT SEMESTER OR TERM. I understand that a Texas state hold can be placed on my account, and that the past due promissory note can be sent to a collection agency. I agree to pay any and all collection costs associated with 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 if allowable by DOE. If I withdraw from TSU for any reason, the amount of the promissory note is due immediately. I also understand that my signature represents that I have read and am in full agreement with the requirements for this promissory note. Payments on the promissory note are to be made at the Customer Service window in the Bell Building at 3100 Cleburne Avenue, Houston, Texas 77004. (713) 311-7053. The term of approved promissory notes will be available and will not change for 30 days after approval except as a result of adjustments permitted by law.

I certify that all information provided is true, accurate, and complete.

Applicant’s Signature __________________________ Date __________________________

For Official Use Only

☐ Approved ☐ Denied ☐ Forwarded for Further Action ☐ Refund Processing Authorization Form

Comments: ________________________________________________________________

Signature: __________________________ Date: __________________________

Student’s Acknowledgement: __________________________ Date: __________________________

Entered By: __________________________ Date: __________________________
Dear Student,

It is anticipated that you will receive a refund during Spring 2017. This refund is the result of receiving Title IV funds in excess of your allowable educational costs as defined under the Title IV regulations for federal financial aid. Your current term charges will be paid to the extent possible with your Title IV funds.

Title IV regulations do not allow us to deduct charges from a prior aid year or unallowable costs from current aid year funds without your authorization. Therefore you will need to pay the outstanding balance of $__________ to prevent a financial hold from being placed on your account. If a financial hold is placed on your account, you cannot receive grades or transcripts and you may be unable to register for additional classes. You will also be prevented from graduating until all financial obligations are satisfied.

For your convenience, we are offering the following refund processing options to you:

Refund Processing Options

☐ I would like my full refund issued to me.
☐ I would like TSU to deduct the full outstanding balance from my refund.
☐ I would like TSU to deduct a partial amount of $__________ from my refund.

Authorization Statements

I am aware of my current outstanding balance of $__________, which is ______ days past due. I understand that non-payment of this outstanding bill may result in a financial hold being placed on my account. I understand that not paying this debt may prevent me from selecting classes, reviewing grades and obtaining transcripts. In addition, I understand that non-payment of this outstanding bill will make me ineligible for future payment arrangements and my account is subject to being sent to an external collection agency after 120 days.

My authorization is valid for this agreement only. Any future authorizations require another agreement.

Name: __________________________ T# or SS: __________________________

Signature: __________________________ Date: __________________________

Please select one Refund Processing Option, sign and return this form to Student Accounting.
Texas Southern University

Promissory Note Requirements

Definition: Promissory notes are legal and binding agreements between the student and the University. They are used to defer prior term/semester-year outstanding financial obligations that have been incurred but are not eligible to be paid by current year financial aid.

Purpose: Promissory notes at Texas Southern University are established to provide assistance to students who experience temporary financial difficulty in paying outstanding financial obligations from previous terms/semesters. The minimum promissory note amount and repayment period for extenuating circumstances will be determined by Student Accounting in consultation with Student Financial Aid and TSU Business Affairs.

Eligibility Requirements:
1. Currently enrolled at TSU with 12 hours or more
2. 2.0 GPA or higher
3. In past due promissory note balances
4. Not graduating in the upcoming semester

Repayment Terms:
Any remaining promissory note balance may be repaid at any time. There is no penalty for early payment of the debt. There are no late payment fees. However, failure to pay by the due date can restrict you from registering for classes, receiving transcripts, and receiving additional promissory note or installment payment plans. Additionally, you can be denied credit for classes taken. Filing for bankruptcy does not relieve you of the obligation to repay the promissory note. You may still be held responsible for full payment. The terms of approved promissory notes will be available and will not change for up to 30 days after approval except as a result of adjustments to interest rates and other charges permitted by law.

Cancellation:
This promissory note may be cancelled at any time. There is no penalty for cancellation. However, the balance due on your account will become immediately payable in full.

Cancellations are allowed in person and via email or fax. Cancellations are only allowed with photo identification.

Repayment Period: The promissory note must be repaid within the prescribed payment period as agreed upon. The promissory note represents an obligation to TSU. If the promissory note applicant withdraws from TSU for any reason, the amount of the promissory note is due immediately. Should the promissory note applicant have a credit balance on their student account and at the same time an outstanding amount on this promissory note, TSU can institute a record from the student account and apply against the balance owed on the promissory note. It is not the intent of the program to suppress or reduce any regular loan term debt or assistance offered by the Student Financial Aid Office. Promissory notes are available only while school is in session.

A student can have only one promissory note per term. A student who fails to make full payments of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes and receiving transcripts until full payment is made. A student who fails to make full payments prior to the end of the semester or term may be denied credit for work done that semester or term. Additionally, failure to repay a promissory note can result in ineligibility to receive future promissory notes.

Processing Time: Please allow up to three business days for an update by email. Incomplete applications will not be considered.

Application Process: The application must be typed or printed legibly and must be signed by the applicant. The student will present the completed and signed application to the Accountable Functions Section of the Student Accounting Office in Bell Building along with their student ID and driver’s license online.

Promissory Note Decisions: The promissory note amount will be determined by Student Accounting in consultation with Student Financial Aid and TSU Business Affairs. Decisions will be based upon university guidelines and ability to pay the amounts due. If approved, the student will be sent an email and must either respond to the email for further processing or return to Student Accounting to sign an acknowledgment of being approved. The promissory note will not be applied to your student account automatically. If you are denied, you will be sent an email letting you know why you were denied.

Alternative Financing: TSU may have alternative financial aid assistance available to you. You may obtain additional information concerning Federal financial assistance from TSU Financial Aid Office or at the U.S. Department of Education website www.ed.gov. To find out about TSU specific financial assistance, please contact the TSU Financial Aid Office at http://www.campus.edu/financialaid/index.php

Revision: October 1, 2021
Exhibit B – Promissory Note Extended Payments

Promissory Note Application
Outstanding Financial Obligations of Previous Term(s)

Date: ___________  Student ID: ___________

Student Name: ___________  ___________  ___________  (Last)  (First)  (Middle)

Local Telephone #: ___________  Student Email Address: ___________

Permanent Street Address: ___________  Permanent Phone #: ___________

City: ___________  State: ___________  Zip: ___________

Outstanding Account Balance: $ _______  Cumulative GPA _______  Number of Hours Enrolled _________

Please check the payment terms requested:

1 Payment  □  Extended Payments  □

Determining Payment Due Date For The 1 Payment Option - Circle the Current Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall Payment Due By</th>
<th>Spring Payment Due By</th>
<th>Summer I Payment Due By</th>
<th>Summer II Payment Due By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

________________________________________________________

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: ___________

Promissory Note Terms & Conditions
I promise to fully repay this promissory note as shown above. I understand this promissory note represents an obligation to TSU. I understand that a student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes and receiving transcripts until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for work done that semester or term. A Texas state hold can be placed, and the past due promissory note can be sent to a collection agency. I agree to pay any and all collection costs associated with 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 if allowed by DOE. If I withdraw from TSU for any reason, the amount of the promissory note is due immediately. I also understand that my signature represents that I have read and am in full agreement with the requirements for this promissory note. Payments on the promissory note are to be made on-line or at the Customer Service window in the Bell Building at 3100 Cleburne Avenue, Houston, Texas 77004 - (713) 313-7051.

The terms of approved promissory notes will be available and will not change for 30 days after approval except as a result of adjustments to interest rates and other changes permitted by law.

I certify that all information provided is true, accurate, and complete.

Applicant’s Signature ___________  Date ___________

For Official Use Only

□ Approved  □ Denied  □ Forwarded for Further Action

Revised August 20, 2010
Total Promissory Note

Extended Payment Promissory Note Terms:

____ # of payments (principal & Interest) due in the amount of $______ on the 10th day of each month.

The first payment is due __________ and the last payment is ______________

Comments:

Signature: ___________________________ Date: __________

Entered By: __________________________ Date: __________

Texas Southern University
Promissory Note Requirements

Definition: Promissory notes are legal and binding agreements between the student and the University. They are used to defer prior term/semester/year outstanding financial obligations that have been incurred but are not eligible to be paid by current year financial aid.

Purpose: Promissory notes at Texas Southern University are established to provide assistance to students who experience temporary financial difficulty in paying outstanding financial obligations from previous terms/semesters. The maximum promissory note amount and the repayment period for extenuating circumstances will be determined by Student Accounting in conjunction with Student Financial Aid and TSU Business Affairs.

Eligibility Requirements:
1. Currently enrolled at TSU with 6 hours or more
2. 2.0 GPA or higher
3. No past due promissory note balances

Repayment Terms:
This is a zero interest promissory note. There is no option to defer payments. There is no penalty for early payment of the debt.
There are no late payment fees. However, failure to pay by the due date can prevent you from registering for classes, receiving transcripts, and receiving additional promissory notes or installment payment plans. Additionally, you can be denied credit for classes taken.
Filing for bankruptcy does not relieve you of the obligation to repay this promissory note. You may still be held responsible for full payment.
The terms of approved promissory notes will be available and will not change for 30 days after approval except at a result of adjustments to interest rates and other changes permitted by law.

Cancellation:
This promissory note may be cancelled at any time. There is no penalty for cancellation. However, the balance due on your account will become immediately payable in full.

Cancellations are allowed in person or via email or fax. Cancellations are only allowed with photo identification.

Repayment Period: The promissory note must be repaid within the prescribed payment period as agreed upon. The promissory note represents an obligation to TSU. If the promissory note applicant withdraws from TSU for any reason, the amount of the
Promissory note is due immediately. Should the promissory note applicant have a credit balance on their student account and at the same time an outstanding amount on this promissory note, TSU can initiate a transfer from the student account and apply against the balance remaining on the promissory note. It is not the intent of this program to supplement or replace any regular long-term aid or assistance offered by the Student Financial Aid Office. Promissory notes are available only while school is in session.

A student can have only one promissory note per term. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes and receiving transcripts until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be credit for work done that semester or term. Additionally, failing to pay a promissory note can result in ineligibility to receive future promissory notes.

Processing Time: Normal processing time is one working day; however, during peak times, such as the beginning of the semester, it could be as long as three days. Incomplete applications will not be considered.

Application Process: The application must be typed or printed legibly and must be signed by the applicant. The student will present the completed and signed application to the Accounts Receivable Section of the Student Accounting Office in Bell Building, along with their student ID and driver’s license/state id.

Promissory Note Decisions: The promissory note amount will be determined by Student Accounting in conjunction with Student Financial Aid and TSU Business Office. Decisions will be based upon university guidelines and ability to pay the amounts due. If approved, the promissory note will be applied to your student account automatically. A receipt and copy of your approved promissory note application will be given to you directly or mailed to the address on the promissory note application.

Alternative Financing
TSU may have alternative financial assistance available to you. You may obtain additional information concerning Federal financial assistance from TSU Financial Aid Office or at the U.S. Department of Education website www.ed.gov. To find out about TSU specific financial assistance, please contact the TSU Financial Aid Office at http://rms.tsu.edu/financialaid/index.php.
Exhibit C – 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 (Pell, 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 created 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.em.tsu.edu](http://www.em.tsu.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 (Pell, SEOG, ACG, Smart, PLUS and Perkins and Stafford and 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 if 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 those 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 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 Authorizations 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: ____________________

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