Explanation of Costs

Following is an explanation of the terms that appear on your statement.

**Previous Balance**

At the top of your statement you will find a previous balance listed. This may be zero, meaning you have no charges or credits from the previous semester; a positive number showing the amount you still owe from the previous semester; or a negative number, meaning an overpayment from the previous semester. Charges and credits will be added to and subtracted from this amount.

**Charges**

The following will appear as charges on your account:

**Tuition**

Classes are charged per credit hour by degree program. The per credit tuition rate for each program is published in the SPAS Academic Catalog available online. The total number of credits times the rate will appear for each class registered in the current term.

**Other Fees and Fines**

A $35.00 technology fee is charged each semester. Returned check fees are $25.00. Late payment fees or interest may be charged to accounts that are overdue. Other fees may apply.

**Credits**

Credits will appear on your statement as follows:

- **Payments**

  Payments will be listed on your statement by the date entered into our system. Please allow 3-5 business days for a payment to show on your account from date of receipt. Payments may be made by check, money order or credit card.
  Outside scholarships and third party payments will also show as payments when they are received.

- **Loans**
Loans will appear as credits on your account when they are received by our office.

- **Scholarships and Grants**

  Scholarships and grants will appear as credits on your account when they are received by our office.

**Payment Due**

This is the amount that you will need to pay the Student Accounts Office.

- Self-pay students are required to pay for each course at least 2 weeks prior to the start of the course.
- If you are receiving Federal or State Student Aid, your payment may be deferred if you have completed the entire financial aid process prior to the start of class and are waiting for the aid to post to your account.
- You may apply for private student loans for this amount, but the loans must be approved prior to the start of class.

**Viewing Your Bill Online**

You may view your student account and financial aid online using Self-Service.

1. Log into Self-Service
2. Choose the “Finances” tab, then click “balance” on the upper left
3. Choose the year/term you want to view in the Period dropdown box on the left.
4. Choose “Detail by Charges/Credits” under “View” on the left.
5. Click the change button to view your account.