

**FLORIDA ATLANTIC UNIVERSITY**

**CONTROLLER’S OFFICE FEE PAYMENT INFORMATION BULLETIN  
SPRING SEMESTER 2019**

**LAST DAY TO DROP COURSES TO AVOID FEE LIABILITY**

January 11, 2019

**LAST DAY TO PAY FEES**

January 14, 2019

**LAST DAY TO PAY FEES FOR: STATE MANDATED OR DEPARTMENTAL WAIVER**

January 28, 2019

**LAST DAY TO PAY FEES FOR: VA/ FINANCIAL AID/PREPAID**

March 6, 2019

There are several payment plans available, which you can now select online. Follow the directions listed below for online payments. Once you have selected the “Pay Now” button, you will be directed to the Payment Website. Please select “Enroll in a Payment Plan” if that is your selected method for payment of your tuition and fees. The first installment is due when you enroll.

- The \$100.00 Late Payment Fee is automatically assessed to Four, Five, and Seven Installment Plans upon enrollment
- The 50/50 Plan is assessed the \$100.00 Late Payment Fee only if the 2<sup>nd</sup> installment is late.
- \$15.00 ADMINISTRATION FEE ASSESSED TO ALL PLANS

**Payment Plans**

Plan	Enrollment Open Date	Enrollment End Date	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	Payment 7
50/50	10/29/18	1/14/19	2/14/19					
4 (25% of bal.)	10/29/18	1/14/19	2/1/19	2/22/19	3/6/19			
5 (20% of bal.)	10/29/18	1/11/19	1/25/19	2/8/19	2/22/19	3/6/19		
7 (14% of bal.)	10/29/18	12/10/18	12/28/18	1/11/19	1/25/19	2/8/19	2/22/19	3/6/19

**Payment Plan 3 and 6 are recommended for Deferred Financial Aid, VA, and Florida Prepaid Recipients**

Plan	Enrollment Open Date	Enrollment End Date	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	Payment 7
3 (34% of bal.)	1/15/19	2/7/19	2/22/19	3/6/19				
6 (17% of bal.)	1/15/19	1/31/19	2/8/19	2/15/19	2/22/19	2/28/19	3/6/19	

Payment can be made by mail, drop box (check, cashier’s check or money order only), or online (see payment instructions below for mail and drop box payments).

Online payments may be made until 11pm using a credit card/debit card (Visa, MasterCard, Discover, and American Express). Credit card payments processed through Self-Service are assessed a non-refundable 2.6% convenience fee with a minimum \$3.00 fee.

Click on this URL for more information regarding making payment:  
[http://www.fau.edu/controller/student\\_information/tuition\\_payment.php](http://www.fau.edu/controller/student_information/tuition_payment.php)

Account balances are invoiced monthly when activity occurs on your account and are emailed directly to your FAU email account. NO paper invoices are mailed to the student.

**CANCELLATION OF REGISTRATION**

If you have not paid your tuition and fees in full or enrolled in a payment plan **by January 16, 2019 by 11pm**, your registration will be cancelled immediately except for Financial Aid/Prepaid/VA students. Reinstatement requires full payment of all tuition and fees immediately, plus a \$100.00 late payment fee and a \$100.00 reinstatement fee. Reinstatement also requires an appeal to be filed with the Registrar’s Office.

### DROP BOX

The Boca Raton campus is the only campus location that provides the convenience of a drop box. If you know the amount of fees due, you are encouraged to put your check in the Student Payment Drop Box. Please write your student ID number (Z number) on your check. Do not deposit cash in the drop box! No envelopes required.

**NOTE:** By depositing your check payment in the drop box, you are authorizing FAU to electronically process your check. The electronic debit to your checking account may be on the same day your check payment is processed.

**PAYMENTS BY MAIL**  
Florida Atlantic University  
Cashier's Office Student Support Services Bldg.80  
777 Glades Road  
Boca Raton, FL 33431

**NOTE:** By remitting your check payment by mail, you are authorizing FAU to electronically process your check. The electronic debit to your checking account may be on the same day your check payment is processed.

### Florida Prepaid and Other Fee Deferment Information

**Florida Prepaid:** Florida Prepaid will be billed after drop/add. Payment is expected to be received on February 4, 2019.

Please See: [http://www.fau.edu/controller/student\\_information/pdfs/fpp.pdf](http://www.fau.edu/controller/student_information/pdfs/fpp.pdf)

**Reminder:** If you do not want Florida Prepaid to be billed, you must submit the following form to the Controller's office prior to the end of the drop and add period of each semester.

[http://www.fau.edu/controller/student\\_information/pdfs/Request\\_for\\_Change\\_Florida\\_Prepaid\\_form.pdf](http://www.fau.edu/controller/student_information/pdfs/Request_for_Change_Florida_Prepaid_form.pdf)

**Third Party:** If all or part of your fees are to be paid by a company or other organization, you must contact a representative of the Controller's Office on or before the Last Day to Pay, no later than 5pm. Proof of registration and an authorization to bill the company or other organization must be provided. If you fail to pay any amounts that you are **responsible for by January 14, 2019** you will be assessed a late payment fee of \$100.00. Also, if the company or other organization does not pay their amount, you will be held responsible for that balance.

**Financial Aid Deferment:** Only Financial Aid Students who accepted their award online and who have submitted all required documents by January 11, 2019 on or before 5:00 pm will have their payment due date deferred. Financial Aid students who have not accepted their award must make arrangements to pay their fees on or before 5pm on the last day to pay.

**V.A. Deferments** expire March 6, 2019. Payment deadline for all veterans who have deferred their fees is also March 6, 2019 by close of business at 5 pm, online until 11:00 pm. Non-payment by this date will result in the assessment of late payment fees and/or reinstatement fees.

### Refunds

Information regarding refunds can be found in the 2018-2019 University Catalog on the web at:

<http://www.fau.edu/registrar/universitycatalog/welcome.php>

### TUITION AND FEES PER CREDIT HOUR and GENERAL INFORMATION

#### In State

Undergraduate	\$201.29	plus Sundry Fees as applicable
Graduate, Thesis, and Dissertation	\$369.82	plus Sundry Fees as applicable

#### Out of State

Undergraduate	\$719.84	plus Sundry Fees as applicable
Graduate, Thesis, and Dissertation	\$1024.81	plus Sundry Fees as applicable

### Repeat Course Surcharge

Repeat course surcharge is \$190.84 per credit. Information regarding the repeat course surcharge can be found on the web at

<http://www.fau.edu/academic/registrar/FAUcatalog/academics.php#repeat>

### DISHONORED CHECKS

Students paying with dishonored checks will be assessed a service charge up to 5% of the amount of the check. Stopping payment on a check is considered the same as a dishonored check. Electronic check payments (WebCheck) returned due to entering an invalid account number will be assessed a \$25.00 service charge.

All information contained herein is subject to change by the appropriate authority and is accurate at the date of publication.

Date of Publication: October 25, 2018