


Student Financial Services

Billing Rights and Responsibilities

Payment Options

- Check, money order, or college savings plan payments. Please mail payment to:
Manchester University, Attention SFS, 604 E. College Ave, North Manchester, IN 46962
Please include student ID and/or the top portion of the Statement of Account
- Electronic check or credit card. Payments are accepted through the Spartan Self-Service on ChetNet.
Students – Log in at chetnet.manchester.edu
Select the Spartan Self-Service icon
Select  Financial Information on left > Student Financial Services > Student Account Center
Authorized Users – Log in at
www.manchester.edu/about-manchester/office-directory/student-financial-services/student-account-center
Not an authorized user? Ask your student to log in and send you a request.
- Monthly payment option. Manchester University offers Spartan Payment Plans for interest-free monthly payments.
More information is available at www.manchester.edu/SFS/spartanpayplan.htm
Enroll through the Student Account Center in Spartan Self-Service or the Authorized User link above.

Due Dates


Undergraduate, Graduate, and Professional Programs

- Fall semester: **August 1**
- Spring semester: **January 1**
- Summer semester: **May 20**

Student Account Financial Responsibility Agreement

- Required to have on file to acknowledge financial responsibility
- The agreement is available at www.manchester.edu/SFS/SFSforms.htm
- \$25 fee for all returned checks/e-checks written and/or endorsed to Manchester University
- Loss of financial aid from federal, state, or institutional sources due to failure to maintain satisfactory academic progress, withdrawal, dismissal from Manchester University, or any other reason before the end of an academic semester will result in an obligation to pay the outstanding balance.

Outside Funding/Outside Scholarships

- Outside scholarship checks are to be forwarded to Manchester University, Attn: SFS
- Students are responsible for notifying Manchester University of any outside funding not already included as pending financial aid.
- Outside Funding Form is available at www.manchester.edu/SFS/SFSforms.htm, or information can be submitted through Spartan Self-Service on ChetNet.
Students – Log in at chetnet.manchester.edu
Select the Spartan Self-Service icon.
Select  Financial Information on left > Student Financial Services > Report/View Outside Awards
- Students are responsible for ensuring Manchester University receives outside funds.
- One-half of the value of the total award is applied to each of the fall and spring semesters.

Federal Loans

- Federal Direct loans have origination fees withheld before disbursement to MU. For specific fees, go to www.manchester.edu/SFS/policies.htm
- Gross dollar amounts are indicated on the financial aid award notification. Pending financial aid on the Statement of Account reflects your net loan amount(s).

Unpaid Balance

- Students may lose network access, have meal plans disabled, and/or jeopardize enrollment.
- Students will not be allowed to register for subsequent terms.
- Transcripts and/or diplomas will not be released.
- A service charge of \$30 may be added to any unpaid balance after the due date.
- Monthly service charges will be added to the remaining balances as of the last working day of each month.
- Students will be responsible for collection fees, attorney fees, and court costs to collect an outstanding balance.

Withdrawal Policy

- Nonpayment does not constitute withdrawal; to officially withdraw from any or all classes, a student must notify the Office of the Registrar in writing of the date the student intends to withdraw.
- Students may be subject to a cancellation fee.

MU reserves the right to correct errors and omissions.