Payment Options

- Check or money order. Please mail payment to:
  Manchester University, Attention SFS, 604 E. College Ave, North Manchester, IN 46962
  Please include student ID and/or top portion of the Statement of Account
- Electronic check or credit card. Payments are accepted through the Student Account Center on ChetNet. Students
  login to https://chetnet.manchester.edu/. Authorized Users can login at http://www.manchester.edu/sfs/
- Monthly payment option. Manchester University offers Spartan Payment Plans for interest-free, monthly payments.
  More information is available at http://www.manchester.edu/SFS/spartanpayplan.htm
  Enroll through the Student Account Center on ChetNet or Authorized User link above.
- College Savings plan (529, College Choice, etc.) and scholarship checks, please mail to Manchester University,
  Attention SFS, 604 E. College Ave, North Manchester, IN 46962

Due Dates

North Manchester Campus – Undergrad
- Fall semester: August 5
- Spring semester: January 15
- Summer session(s): First day of Summer Session 1

Graduate and Pharmacy Programs
- Visit website for program due dates
- www.manchester.edu/SFS/policies.htm

Student Account Financial Responsibility Agreement

- Required to have on file to acknowledge financial responsibility
- Agreement is available at www.manchester.edu/SFS/SFSforms.htm
- $25 fee for all returned checks/echecks 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 prior to 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 to notify Manchester University of any outside funding not already included as pending
  financial aid. www.manchester.edu/SFS/SFSforms.htm
- Students are responsible for ensuring Manchester University receives the 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 Stafford and Parent PLUS loans have origination fees withheld prior to 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.
- Service charge of $30 may be added to any unpaid balance after the due date.
- Monthly service charges will be added to 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 on which he or she intends to withdraw.
- Students may be subject to a withdrawal fee.