


## 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 top portion of the Statement of Account
- Electronic check or credit card. Payments are accepted through the Spartan Self-Service on ChetNet.  
**Students** - Login at <https://chetnet.manchester.edu>  
Select Spartan Self-Service icon  
Select  Financial Information on left > Student Financial Services > Student Account Center  
**Authorized Users** - Login at <https://www.manchester.edu/SFS/online-tuition-and-fee-payments>  
Not an authorized user? Ask your student to login and send you a request
- 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 in Spartan Self-Service or Authorized User link above.


#### Due Dates

- |  |                                   |
|--|-----------------------------------|
| North Manchester Campus –Undergraduate | Graduate and Pharmacy Programs    |
| • Fall semester: <b>August 1</b>       | Fall semester: <b>August 1</b>    |
| • Spring semester: <b>January 1</b>    | Spring semester: <b>January 1</b> |
| • Summer semester: <b>May 1</b>        | Summer Semester: <b>May 1</b>     |

#### Student Account Financial Responsibility Agreement

- Required to have on file to acknowledge financial responsibility
- Agreement is available at [www.manchester.edu/SFS/SFSforms.htm](http://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.
- Outside Funding information can be submitted through Spartan Self-Service on ChetNet.  
**Students** - Login at <https://chetnet.manchester.edu>  
Select Spartan Self-Service icon  
Select  Financial Information on left > Student Financial Services > Report/View Outside Awards
- 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 loans have origination fees withheld prior to disbursement to MU. For specific fees, go to <https://www.manchester.edu/docs/SFS/loans-simple-facts>
- 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 may 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 cancellation fee.