

IDAHO STATE UNIVERSITY

REGISTRATION PROCEDURES FOR

SPRING 2010



<http://www.isu.edu/finserv>

TRANPAY AND OTHER FINANCIAL AID INFORMATION



TranPay is the ISU financial aid delivery system for students with transferable financial aid. Verify your classes and financial aid and follow the instructions on the TranPay form and envelope to pay fees by mail. For your convenience, priority processing begins January 2, 2010. Change checks, representing the excess of financial aid received over the University charges, will be mailed beginning January 2. Students who miss the deadline for priority mailing may still mail or fax TranPay forms; however, **to avoid late fees**, the forms must be *received* in Finance and Administration by 5:00 p.m. Monday, January 11, 2010.



The **Registration Bill** is sent to pre-registered students who do not have financial aid authorized. To pay by mail, please send the remittance portion of the Registration Bill with your payment, following the procedures on the return envelope. *Enclose the updated address form with your payment to receive your receipt by mail.* If you are expecting financial aid, but receive a Registration Bill, **please call the office from which you expect to receive the financial aid at the number listed below.** To avoid **late fees**, payment must be received in Finance and Administration by 5:00 p.m. Monday, January 11.

In-Person Fee Payment/Financial Aid Disbursement in the PSUB Ballroom is open to all students, but required of those requesting fee loans, registering late, receiving late financial aid awards, or those with unpaid charges from a prior academic year amounting to more than \$200. Most functions of in-person registration are also available at the Bennion Student Union Building in Idaho Falls, the CSI Evergreen Building in Twin Falls, and the ISU Boise Center.

In-Person Registration Dates:

Wednesday, January 6	9:00 a.m.—6:00 p.m.
Thursday, January 7	9:00 a.m.—6:00 p.m.
Friday, January 8	9:00 a.m.—5:00 p.m.
Monday, January 11 (First Day of Class)	8:00 a.m.—5:00 p.m.

Useful Information

- Fees paid after Monday, January 11, are subject to late fee provisions. After January 11, you may still pay fees and/or receive financial aid by mail or by going to the Cashier's Office in the Administration Building. Hours are 8:30 a.m. – 4:30 p.m.
- **Tuition and Fee payment is not an automatic process even if you receive financial aid or funding from an outside agency.** Each student is ultimately responsible for his/her own fee payment. Students must (1) Return a signed TranPay or Registration Bill with any required payment, (2) Attend and pay at in-person registration, or (3) Pay by phone using Visa or MasterCard to complete the registration process. ***Change checks/receipts for TranPay processed before in-person fee payment are only available by mail.***
- You may request a TranPay form or Registration Bill to be faxed or mailed by calling (208) 282-3000. You may fax a signed TranPay form to ISU Finance and Administration at (208) 282-4701. If a remittance is required, mail it in the envelope provided. If you are close to a deadline, please pay in person. Students are responsible for providing ISU with current mailing addresses (208) 282-2661.
- Students in Idaho Falls, Twin Falls, or Boise may pick up TranPay forms at our offices in those cities and fax the forms to ISU Finance and Administration in Pocatello from those offices at no charge.
- Returned checks will be assessed a \$20 charge. Flagrant returned check violations are subject to legal action or prosecution.
- Students may be eligible for education-related tax credits. More information is available at <http://www.isu.edu/finserv/>.
- **Fees are due January 11:** Students are subject to a **\$50 late fee** if tuition and fees are not paid by Monday, January 11. A \$100 late fee is assessed if not paid by January 25.
- Foreign students subject to NRA withholding may have 14% withheld for federal taxes from non-qualified scholarships. More information is available at <http://www.isu.edu/finserv>.

REFERENCE TELEPHONE NUMBERS

Admissions:

Academic	(208) 282-2475
College of Technology	282-2622
Graduate	282-2150

Registration:

Academic Registrar	282-2661
College of Technology Registration	282-2622
Idaho Falls Office	282-7800/7900
Twin Falls Office	736-2101
Boise Office	373-1700

Activities/Insurance:

Commuter Bus	282-4460
Parking Permits	282-2625
Photo ID	282-3618
Student Insurance	282-2972

University Bookstore:

Pocatello	282-3237
Idaho Falls	282-7940
Housing Office	282-2120

Financial Aid Authorization:

Financial Aid Office	(208) 282-2756
Agency Authorizations	282-4122
Athletics	282-2692
Federal Direct Loan Interviews	282-2756
Scholarships	282-3315
Short-Term Loans	282-2227

Fee Payment/Check Disbursement:

Cashier	Pocatello	282-2900
	Boise	373-1701
	Idaho Falls	282-7800
	Twin Falls	736-2101
Check Disbursement		282-3000
Fee Loans		282-3898
Fee Rate Issues		282-3000
Priority Processing		282-3000
Senior Citizen Rates		282-2900
TranPay Requests/Holds/Problems		282-3000
TranPay FAX to:		282-4701
Fee Payment by Visa/MasterCard		282-2900

SPRING SEMESTER 2010 REGISTRATION DATES & INFORMATION

- December 1** The initial Registration Bills or TranPay forms for students receiving financial aid are mailed to students. For priority processing, sign the TranPay form, fill out the address card, and enclose a check if a remittance is due. Fall fees may be paid by mail or at the Cashier's Office. Cashier hours are from 8:30 am to 4:30 pm.
- December 23** Due date for TranPay **priority** processing. The TranPay forms and applicable checks must be received by ISU Finance and Administration no later than 4:30 p.m.
- Dec 24-Jan 3** University Offices will be closed for Christmas/New Year.
- January 2** Processing and mailing of receipts and change checks for TranPay received by December 23 (December 31 by mail) begins.
- Jan 6, 7, 8** In-person Registration, including Tuition and Fee Payment, Financial Aid Disbursement, and Fee Loans in the PSUB Ballroom begins for students not paying fees by mail. Hours are from 9:00 a.m. to 6:00 p.m. Wednesday and Thursday., and 9:00 a.m. - 5:00 p.m. Friday.
- January 11** Classes Begin and fees are due. In-person Registration in PSUB Ballroom continues from 8:00 a.m. to 5:00 p.m.
- January 12** Late registration begins with \$50 late fee assessed. Fee payment and financial aid disbursement is at the Cashier's Office. Bring Bengal Card. Hours are 8:30 a.m. to 4:30 p.m.
- January 18** Martin Luther King, Jr. Holiday. University offices closed.
- January 25** **Late Fee Deadline: Tuition and fees must be paid in full by mail or in person. Mailed bills and TranPay forms must be received in the Finance and Administration Office no later than 4:30 p.m. Students who have not paid fees by this date will be subject to disenrollment from classes. (General disenrollment will be January 29th)**
- January 26** **A Late Registration/Fee Payment Petition is required to register and receive credit for classes. A late fee of \$100 will be assessed.**
- February 15** Presidents' Day Holiday. University offices closed.
- March 22-26** Spring Break (no classes).
- May 1-7** Finals week for Spring Semester.

FINANCIAL AID: Your TranPay can be processed by mail ten days before your first day of class. Financial Aid is available in-person beginning January 6 for classes beginning January 11. Some restrictions may apply. **BRING YOUR BENGALCARD.**

FEE LOANS:

Available beginning January 6 on approved credit with 25% down.

FEE DEADLINE:

Monday, January 11, 5:00 p.m.

LATE PENALTIES:

\$50 late fee if fees are not paid by Monday, January 11.

\$100 late fee and late petition required if not paid by January 25.

STUDENT INSURANCE AND PHOTO ID

Student INSURANCE Full-time tuition-paying students will be allowed to waive the student insurance prior to payment of fees if they provide proof of other medical insurance coverage. Students can access the waiver form through the MyISU portal at <http://my.isu.edu>. Students can also request the form or coverage information by contacting Crystal Ross at 282-2972 or rosscrys@isu.edu. Full-time students who do not have current insurance coverage are required to pay an insurance premium of \$647 for Spring Semester. Foreign students taking 1 credit hour or more are also subject to student insurance provisions.

Optional Coverage—Part-time students paying fees at the full-time rate: The definition of full-time (for fee calculation purposes) was changed from 8 credits to 9 graduate or 12 total credits. Students taking 10 or 11 undergraduate credits will pay part-time fees at the full-time rate. These students may request student health insurance coverage at the rate of \$776 per semester by calling Crystal Ross at 282-2972.

Insurance Refunds: Students who pay the insurance premium may request a refund through the Student Insurance Office or online at <http://www.isu.edu/stuhlth/insurance/ref.shtml> once proof of coverage is established. These requests must be made within 10 days after fee payment. Approved insurance refunds are issued by the insurance carrier, **NOT** by ISU.

Bengal CARD BengalCards are official identification cards issued to eligible ISU students, employees, and their spouses. Existing cards will automatically be updated and new cards will be activated as fees are paid. Fees are charged for spouse cards and to replace any lost card.

BengalCards require a photo, and cameras are located in the PSUB Ballroom during In-person Fee Payment January 6, 7, and 8, and in the BengalCard Office in the ISU Security Building (located at 5th and Humbolt) prior to January 6 and after January 8. These services are also available in Idaho Falls and on a limited basis in Twin Falls.

A BENGALCARD IS REQUIRED TO OBTAIN FINANCIAL AID DISBURSEMENTS.

REFUND POLICY (approved by State Board 6/90)

Basis for Refunds:

Refunds of registration fees are issued based on the following:

1. The reduction of fee obligation must be within a refund period.
2. Class beginning, ending, and drop dates for calculating refunds are the official dates per the University Registrar.
3. Refunds should be requested at the Cashier's Office, online at <http://www.isu.edu/finserv/refundinfo.shtml>, or by calling 282-2287.
4. A **minimum of \$25 will be deducted** as a processing charge on full or partial refunds, except when classes are canceled by the University.
5. The University reserves the right to deduct from refunds any amounts due the University and/or reimburse financial aid awarded to the student, as prioritized in the Refund Policy and the Financial Aid Handbook. Remaining balances will be refunded to the student.
6. Reduced fees, late fees, student health insurance premiums and malpractice insurance premiums are nonrefundable (see Insurance Refund Procedures under Student Insurance). Reduced fees include, but are not limited to, employee/spouse fees, senior citizen fees, education contract class fees, workshop transcript fees, etc.
7. Federal financial aid provisions may require funds to be returned to federal programs in excess of an ISU refund. In such situations, students will be billed for the excess remitted by the university in their behalf.

Refund Periods and Percentages:

- **100% Refund:** Classes canceled by the University.
- **100% Refund less \$25 handling charge:** Early 8-week and 16 week classes dropped by the end of business on January 15. Late 8-week classes dropped by the end of business on March 12.
- **75% Refund:** 16-week classes dropped by the end of business on January 25.
- **50% Refund:** Early 8-week classes dropped by the end of business on January 25. 16-week classes dropped by the end of business on February 8. Late 8-week classes dropped by the end of business on March 19.
- **No Refund:** Early 8-week classes dropped after January 25. 16-week classes dropped after February 8. Late 8-week classes dropped after March 19.

For a full listing of the refund policy and the implications for financial aid recipients, go to the website at <http://www.isu.edu/finserv/refpolicy.shtml>, or the current undergraduate catalog. For refund details, call 282-2287.

Exceptional circumstances occurring during the first half of the semester or session, when properly documented, may qualify for a 100% refund, minus a \$25 processing fee. Examples include death of student, medical withdrawal, induction into U.S. Armed Forces, or death in the immediate family. All medical withdrawals must be initiated through the Medical Director of the Student Health Center.

Refunds outside the established refund dates are typically not granted. Refund appeals related to special circumstances should be directed to the Vice President of Student Affairs or the University Controller.