

# \$ BURSAR'S OFFICE \$

It is the responsibility of the Bursar's Office (Cashier's Cage) to collect registration related payments and produce refund checks to appropriate students. A refund check is the difference between the financial aid received less required fees. We recommend that you keep a copy of your award letter from Financial Aid and a copy of the invoice that you are sent from the Bursar's office each semester. These will be beneficial to you in determining how much your refund may be and they will be your historical data for exit procedures.

If you receive partial aid or no financial aid at all you are expected to have your tuition paid on or by the 1<sup>st</sup> day of class. Payments may be mailed (see address below or on your invoice) or they may be paid in person to the Bursar's office at the window during office hours (listed below). The late fee will begin 5 business days from the 1<sup>st</sup> day of class and is \$50. Beginning the 10<sup>th</sup> business day the fee goes up to \$75 and on the 14<sup>th</sup> day of class our catalogue states that disciplinary action (including dismissal) may be taken. A list of the fee payment dates (1<sup>st</sup> day of class) will be given below along with the check availability schedule.

It is the goal of the Bursar's Office to have financial aid refund checks available in a timely manner for students. We expect our students to bear the burden of responsibility to make sure they have completed all registration requirements and have completed the appropriate Financial Aid requirements. There are times when some financial aid disbursements are not available as we have projected due to different reasons. The Bursar's Office works closely with the Financial Aid office to provide these refunds to the effected students in as timely a manner as possible. Our check availability schedule may be later than the first day of class in some instances due to holiday schedules, check room availability, heavy work volume days, etc.

The following is a projected schedule of check availability and a list of 1<sup>st</sup> day of class (payment deadlines). We are issuing checks based on pre-registration data. If a student does not complete registration requirements early then they should not expect to receive a refund check by the dates listed. Please also be aware that should funds be available earlier than the below dates then we will post a sign on the window of the Bursar's office. It is very common that we do get them ready earlier than anticipated.

	<b>First day of class (fee payment deadline)</b>	<b>Refund available at Cage</b>
<b>Allied Health Summer 2009</b>	<b>5/19/2009</b>	<b>5/19/2009</b>
<b>Graduate Studies Summer 2009</b>	<b>5/26/2009</b>	<b>5/26/2009</b>
<b>MS4 1<sup>st</sup> half Fall 2010</b>	<b>6/22/2009</b>	<b>6/22/2009</b>

<b>MS3 1<sup>st</sup> half Fall 2010</b>	<b>7/06/2009</b>	<b>7/6/2009</b>
<b>MS2 1<sup>st</sup> half Fall 2010</b>	<b>7/20/2009</b>	<b>7/20/2009</b>
<b>MS1 1<sup>st</sup> half Fall 2010</b>	<b>7/31/2009</b>	<b>8/5/2009</b>
<b>Graduate Studies Fall 2010</b>	<b>8/5/2009</b>	<b>8/7/2009</b>
<b>Allied Health Fall 2010</b>	<b>8/17/2009</b>	<b>8/21/2009</b>
<b>MS4 2<sup>nd</sup> half Spring 2010</b>	<b>12/07/2009</b>	<b>12/14/2009</b>
<b>MS3 2<sup>nd</sup> half Spring 2010</b>	<b>01/04/2010</b>	<b>01/08/2010</b>
<b>MS2 2<sup>nd</sup> half Spring 2010</b>	<b>01/04/2010</b>	<b>01/08/2010</b>
<b>MS1 2<sup>nd</sup> half Spring 2010</b>	<b>01/04/2010</b>	<b>01/08/2010</b>
<b>Graduate Studies Spring 2010</b>	<b>12/07/2009</b>	<b>01/15/2010</b>
<b>Allied Health Spring 2010</b>	<b>01/11/2010</b>	<b>01/15/2010</b>
<b>Allied Health Summer 2010</b>	<b>05/24/2010</b>	<b>05/28/2010</b>
<b>Graduate Studies Summer 2010</b>	<b>05/10/2010</b>	<b>06/10/2010</b>

We are located in the Medical School on the first floor room 1-218. Our business hours are Monday – Friday from 8:15 am to 3:15 pm. Please contact us at (318) 675-5224 and ask for Supervisor if special circumstances. We also will mail checks if provided with a written, emailed or faxed request.

Fax number: 318-675-5419

Email requests or questions: [shvbursar@lsuhsc.edu](mailto:shvbursar@lsuhsc.edu)

Address: LSUHSC Accounting Services  
P.O. Box 33932  
Shreveport, LA 71130