

NEW STUDENT ORIENTATION- DEPT OF TREASURY SERVICES

Welcome New Students!

PRAIRIE VIEW A&M UNIVERSITY

GUARANTEED TUITION & FEE PLAN

- ◉ All new students will have a guaranteed tuition & fee plan that will be in effect for 5 years.
- ◉ Students will be locked into these rates for 5 years which means tuition & fees will not increase for the next five years for the student.
- ◉ The guaranteed rate does not include meals, housing charges, lab or miscellaneous fees.
- ◉ PVAMU will also offer a flat rate of tuition & fees at 12 hours or more for undergraduates.

GUARANTEED TUITION & FEE PLAN CONT...

- ◉ Students are assessed tuition and fees according to their cohort group, number of credit hours they register for, residency and level.
- ◉ A student is assigned a cohort group based on the academic term when they are admitted to the University
- ◉ New students admitted for the academic year of 2017-2018 will be assigned the cohort group of 2018UG for undergraduates

GUARANTEED TUITION & FEE PLAN CONT...

- A **resident** of Texas living on campus and registered for 15 hours will pay per semester approximately:

Description of Fees	Amount
Tuition & Mandatory Fees	\$4,979.49
Meals	\$1,416.71
Housing	\$2,830.50
TOTAL	\$9,226.70

GUARANTEED TUITION & FEE PLAN CONT...

- A **non-resident** of Texas living on campus and registered for 15 hours will pay per semester approximately:

Description of Fees	Amount
Tuition & Mandatory Fees	\$11,744.00
Meals	\$1,416.71
Housing	\$2,830.50
TOTAL	\$15,991.21

VARIABLE TUITION & FEE PLAN

- ◉ All new students also have the option a 1 year variable tuition & fee plan.
- ◉ This plan is subject to increase on a yearly basis. If the student chooses the variable rate plan, they will no longer be able to go back to the guaranteed rate plan.
- ◉ For Fall 2017, new students will have until the 1st class day to opt for variable rate.

VARIABLE TUITION & FEE PLAN

- ◉ Students are automatically enrolled in the guaranteed plan. If new students wish to opt into the variable rate plan, an e-mail must be sent to stuar@pvamu.edu prior to the 1st call day requesting the change.
- ◉ For Academic Year 2017-2018, the variable rate will be the same as the guaranteed tuition & fee rate for 1 year. This rate may increase for Academic Year 2018-2019

TUITION & FEE INSTALLMENT PLAN & DUE DATE

- Tuition & fees may be paid in 3 installments. If you elect to pay tuition & fees in installments, there will a \$50.00 installment carrying fee assessed and the student must sign the installment agreement which appears on-line on Panthertracks once you log-in. This is a one time fee for all installments per semester.

TUITION & FEE INSTALLMENT PLAN & DUE DATE CONT...

- The 1st installment, which is 34% of the total bill due, is due on the University's 12th class day for Fall & Spring. The due date for Fall 2017 is September 13, 2017 by 5:00 p.m. Installment plans are not offered for Summer.
- If 1st installment is not paid by the due date, your registration will be cancelled.
- If your classes are cancelled on September 13, you will need to pay and seek reinstatement by September 21, 2017 and you will also be assessed a \$50.00 late installment fee.

TUITION & FEE INSTALLMENT PLAN & DUE DATE CONT...

- ◉ The 2nd installment, which is the next 33% of the total bill due, is due October 6, 2017 by 5:00 p.m.
- ◉ If the 2nd installment is not paid by the due date, you will be assessed a \$50.00 late fee.
- ◉ The 3rd installment, which is the last 33% of the total bill due, is due November 3, 2017, by 5:00 p.m.
- ◉ If the 3rd installment is not paid by this date, you will be assessed a \$50.00 late fee.

TUITION & FEE INSTALLMENT PLAN & DUE DATE CONT...

- **If you elect the installment payment plan option, you must consent to an agreement that states the following:**

“I agree to pay all tuition, fees, and charges associated with my attendance to Prairie View A&M University. I understand I am responsible for maintaining my correct address and telephone contact information in PANTHERTRACKS through PVPLACE. I am responsible for reading all email sent to my pvamu.edu address...” The agreement in its entirety can be found at

www.pvamu.edu/cashiers

- **If the above agreement has not been made by the student, full payment of total tuition & fees will be due the last business day prior to the 1st class day.**

PAYMENT METHODS

- The University accepts cash, check, money orders, cashiers' check, VISA, MC, AMEX, and Discover payments.
 - Pay on-line in PantherTracks thru PVPLACE at <http://www.pvamu.edu/pvplace/>
 - Call-in with credit card-936-261-1895-8:30 am-3:00 pm; M-F
 - Pay at Cashier's window-W.R. Banks Bldg, Room, Suite 140
 - Mail in-P.O. Box 519, Mail Stop 1329, Prairie View, TX 77446

BILLING NOTIFICATIONS

- Please do not wait to receive a billing notice by PV e-mail.
 - Your account can be accessed on-line in Panthertracks through PVPLACE 24/7.
 - Please make sure to keep your addresses and telephone numbers updated. Updates can be made through Panthertracks & PVPLACE.
 - It is the student's responsibility to check their PV e-mail to retrieve your billing notice.

BILLING NOTIFICATIONS

- **Steps to viewing your bill through Panthertracks & PVPLACE:**
- Access PANTHERTRACKS thru PVPlace at www.pvamu.edu/pvplace/
- Click on **“Enter PV Place Now”** (To use the new PV Place portal you must have your PantherNet ID and password. The PantherNet ID is your name (letters) before the “@” in your e-mail address.)
- Enter the User name and Password to access the system. If you forgot your password you may reset your password at www.pvamu.edu/passwordreset

BILLING NOTIFICATIONS

- ◉ Select the gold “Student” Tab at the top of the page
- ◉ Click on “View Account Summary”
- ◉ The “current due amount” is the amount that is due by the due date.
- ◉ If you have questions regarding your fee statement please send a detailed message to stuar@pvamu.edu and someone will respond to you as quickly as possible

FERPA

- Parents- we know you pay the tuition for your sons or daughters, but if they do not fill out the authorization to release information form we will not be able to discuss their account with you.
 - The authorization to release information form is located in the Office of the Registrar (MSC 302)

BOOK VOUCHERS

- A student may receive a book voucher if he/she has enough financial aid to cover tuition, fees, meals and still has funds left over to cover books.
 - The student may go to Auxiliary Services, which is located in the Willie A. Tempton Memorial Student Center in room 107, and request a book voucher.
 - The amount of the voucher will be assessed to their account and the funds will be put on their student I.D. card by Auxiliary Services and then they can go to the book store to purchase their books.

REFUNDS

- A student may receive a refund if he/she receives enough money in financial aid and/or scholarships that exceeds the cost of tuition, fees, room & board.
 - The University has contracted with BankMobile (formerly HigherOne) to send refunds electronically to our students. Students have the option to have their refund direct deposited to your own bank account or deposited into their Bank Mobile “Vibe” checking account. You may also receive a paper check from BankMobile if you do not wish to receive your refund electronically. Students must consent to use these services when signing the promise to pay agreement on-line during registration. More Information at www.PVAMUPluscard.com

REFUNDS CONTINUED...

- If the student does not choose to use BankMobile services, the refund will be mailed to the mailing address on file in PVPlace/Panthertracks.
- Additional information regarding the new refund card and process can be found at <http://www.pvamu.edu/fmsv/treasury-services/refunds/> and at <https://www.pvamu.edu/fmsv/wp-content/uploads/sites/37/Issuing-Student-Refunds-through-HigherOne.pdf>
- Be sure to update your mailing address through PVPlace/Panthertracks to receive your card from BankMobile to use to select your refund preference.

HOUSING

- Housing is only assessed to the student's account if the student has signed up for on-campus housing to be paid for by student financial aid awards (loans, scholarships, grants, etc.).
- Award letters must be given to the housing facility where the student will be residing at the time of check-in.
- Housing must be paid directly to the housing facility that the student resides in if financial aid will not be received or if the aid is not enough to cover housing.

WHAT IF I DROP A COURSE?

- ◉ If you have plans to drop a class or withdraw from the University for any reason, please do so prior to the first class day or you will be subject to a percentage of tuition and fees according to the withdrawal refund schedule.
- ◉ The Withdrawal fee schedule can be found at <http://www.pvamu.edu/fmsv/treasury-services/refunds/student-withdrawal-refund-policy/>

WHAT IF I DROP A COURSE? CONT...

Prior to the first class day	100 % (No tuition & required fees will be due to the University)
During the first five class days	80 % (20% of tuition & required fees will be due to the University)
During the second five class days	70 % (30% of tuition & required fees will be due to the University)
During the third five class days	50 % (50% of tuition & required fees will be due to the University)
During the fourth five class days	25 % (75% of tuition & required fees will be due to the University)
After the fourth five class days	None (100% of tuition & required fees will be due to the University)

PANTHER MEDICAL WITHDRAWAL REFUND INSURANCE

- Prairie View A&M University has partnered with Sallie Mae to offer PVAMU students withdrawal insurance in the event of an unforeseen withdrawal due to medical or health related issues. Each year thousands of college students are unable to complete classes for the semester due to unforeseen medical issues such as:
 - Illness,
 - Accidents,
 - Mental health related issues, or
 - Death

PANTHER MEDICAL WITHDRAWAL REFUND INSURANCE

- Tuition Refund Insurance can help refund your tuition, fees, and room/board charges, up to the policy limits, if you are unable to complete the semester due to a covered medical reason such as an illness, accident, death or mental health issue:

Panther Medical Withdrawal Insurance (Tuition Refund Insurance)	
Policy Coverage Amount (per semester)	Cost to Student (per semester)
\$2,500.00	\$49.25 (8 wk session only)
\$5,000.00	\$98.50
\$10,000.00	\$197.00
\$15,000.00	\$295.50

PANTHER MEDICAL WITHDRAWAL REFUND INSURANCE

- **What is covered by Tuition Refund Withdrawal Insurance?**
- Up to 100% of covered fees up to the chosen policy limits for:
- Withdrawal of the covered student from an academic program due to illness or injury
- Withdrawal of the covered student from an academic program due to emotional, mental or nervous disorder (Two-day hospitalization required).

PANTHER MEDICAL WITHDRAWAL REFUND INSURANCE

- Death of the covered student during the dates of coverage
- Death of the tuition payer (if different from the student) that results in the student's withdrawal from an academic program.
- In order to qualify for “medical withdrawal” the student must have gone through the University's official process for medical withdrawal, and must have confirmation from a physician that withdrawing from the academic program is recommended for medical reasons. Withdrawal forms can be obtained from the Registrar's Office or at <http://www.pvamu.edu/registrar/wp-content/uploads/sites/59/withdrawal-from-the-university.pdf>

PANTHER MEDICAL WITHDRAWAL REFUND INSURANCE

- ◉ **How Do I sign up for the Insurance?**
- ◉ Students can sign up for the insurance at the time you register for courses. The sign up is included in the Promise to Pay Agreement that you see prior to you registering for each semester on-line via Panthertracks. Look for the sign-up options at the bottom of the promise to pay agreement. You must be signed up at the start of each semester if you wish to be enrolled in the insurance plan.
- ◉ See more information at <http://www.pvamu.edu/fmsv/treasury-services/refunds/panther-medical-withdrawal-insurance/>

OFFICE HOURS

○ Accounts Receivable

- 8:00am to 5:00pm (Monday thru Friday)
- Handles all billing questions including refunds

○ Cashiers Office

- 8:30am to 3:00pm (Monday thru Friday)
- Handles all payment for the University and student fees.
- Hours may vary during the summer.

CONTACT US

- ◉ W.R. Banks Building -1st Floor-Cashier's window-Suite 140
- ◉ Accounts Receivable @ 936-261-1890-**Billing & refund questions**
- ◉ Cashiers @ (936) 261-1895-**payments only**
- ◉ E-mail (billing or account questions): stuar@pvamu.edu
- ◉ E-mail (payment questions): cashiers@pvamu.edu
- ◉ Web address: www.pvamu.edu/cashiers



QUESTIONS?
COMMENTS?
CONCERNS?

PRAIRIE VIEW A&M UNIVERSITY