

South Hills

School of Business & Technology

BUSINESS OFFICE NEWSLETTER 22/23

(Financial Aid and Bursar)

TUITION DUE DATES AND LATE CHARGES

The Fall, Winter, Spring, and Summer tuition for the 2022/2023 academic year will be due in 15 days of the invoice date. Invoices will be mailed after the student loans are processed. There is no carrying charge if payments are made within fifteen days of the invoice date. Tuition paid more than 30 days after the due date will be charged 1% interest per month until paid in full. In addition, a \$25.00 late charge fee will be assessed. Remember that all costs for one term must be paid in full before a student may begin the next term or graduate. South Hills School offers the following tuition payment options:

- **Cash**
- **Check* or money order** (payable to South Hills School)
- **Visa/MasterCard/Discover/AMX**

Please contact the Bursar's office at 814-234-7755 or toll free 888-282-7427 if you have any questions regarding tuition invoices.

LOAN DISBURSEMENTS

Due to federal regulations, the school disburses 1/3 of the loan in each term. If you are due an "excess loan check", checks will be available for pickup within 14 days of the disbursement date. If you have elected to receive an ACH direct deposit of your excess funds, the direct deposit will occur within 14 days after the disbursement date of the loan. For first-time borrowers, your first loan disbursement will be 30 days after the beginning of the term. You will receive an email when your check is ready to pick-up. For direct deposits, your statement will be emailed to you showing the ACH deposit amount and date of the direct deposit.

Excess loan funds are generally distributed during the first third of a term.

NEED CHANGE? Our receptionist will have change for small bills only (1\$, \$5, \$10). **NO \$20 BILLS OR CHECKS CAN BE CHANGED.**

**Please do not ask us to hold a postdated check. If your check is returned to us for insufficient funds, you will be assessed any bank fees we have been charged. In addition, you jeopardize your future check writing privileges and future payments may have to be paid by cash, money order, or credit/debit card.*

FINANCIAL AID OFFICE

- Apply for financial aid
- Questions regarding your financial aid package
- Report change in name, address, and phone number

LeRoy Spicer
Financial Aid Director

Darla Gosa
Financial Aid Administrator

BURSAR'S OFFICE

- Make a payment
- Process student loan funds
- Questions regarding your invoice

Robin Weikel
Bursar

Trudy Musser
Assistant to the Bursar

LOCKS AND LOCKERS

Lockers are available for your use. We strongly suggest that you bring a lock with you on that day to protect your belongings.

GRAPHIC ARTS PRINTING

Students enrolled in the Graphic Arts program may purchase print cards at the receptionist's desk. The purchased print card gives the purchaser permission to print class projects to the color copier.