

# 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 814-944-6134 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", your name will be posted on the Bursar's bulletin board. For first-time borrowers, your first loan disbursement will be made 30 days after the beginning of the term.

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

**NEED CHANGE?** The Main Office 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  
lspicer@southhills.edu

## **BURSAR'S OFFICE**

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

Holly Emerick  
Director – Altoona Campus  
hemerick@southhills.edu

## **LOCKS AND LOCKERS**

Lockers are located on the basement level and second floor. Lockers are on a first-come-first-serve basis. We strongly suggest that you bring a lock with you on that day to protect your belongings.

## **BULLETIN BOARD**

The Bursar's Office bulletin board is located in the 508 building. Make it a habit to check this board. If your name is posted on the bulletin board, please check in at the office ASAP!

Revised Nov. 2006 – Tm  
Updated June 2019 – Tm  
Updated Aug. 2019 – HJE-Altoona  
Updated July 2020 – TME-Altoona  
Updated July 2022 – HJE-Altoona