

University of New Orleans Spring 2023 Welcome Letter

Welcome to the University of New Orleans for the Spring 2023 semester! We are excited about this semester and we are glad you chose to continue your education at the University of New Orleans. We encourage you to carefully read the important information below.

The tuition and fee schedule and a list of course fees can be found on the [Bursar's Office](#) webpage and a semester calendar that includes a list of important dates can be found on the [Registrar's Office](#) webpage. All future emails will go to **your UNO campus email** so please be sure to check this email. The best way to contact the Bursar's Office is via email at bursar@uno.edu. You can also call us at (504) 280-6489.

Fee Payment Deadline

The fee payment deadline for Spring 2023 is **Thursday, January 19**. Please see here for our hours: <https://www.uno.edu/bursar>.

How to Make a Payment

You can find our full how-to guide here: <https://www.uno.edu/media/21726>. You can access Webstar here: <https://www.uno.edu/dock> or here: <http://webstar.uno.edu/>.

Students can make payments online with an electronic check (routing and bank account information) with no service charge, but debit and credit card transactions have a 2.75% service charge whether you pay online or in person.

Students who have enrolled but do not plan on attending the Spring 2023 semester **are responsible for withdrawing themselves** by January 19th.

Extended Payment Plan Option (EPP0):

The payment plan option form will be **attached to your fee bill email** including the minimum amounts due each month along with the due dates. This amount is subject to change depending on whether you make any changes to your classes. There is a fee of \$50 to enroll in the payment plan. If you do not pay in full by the beginning due date, you are automatically enrolled in the EPP0. The EPP0 webpage with the important dates can be found here: <https://www.uno.edu/eppo>.

Add/Drop Policy

Schedule adjustment period starts on **January 23** (\$50 fee penalty per day). The Late Registration Course Add or Swap Fee of \$50 applies for all Late Registration Course Additions and Course/Section swaps. For students already enrolled, students can add a course through **January 26** with a \$50 Class Add Fee per day. After **January 26**, students cannot add classes. (Please refer to the online Academic Calendar for Session B Courses). Beginning on February 10, any courses dropped will incur a \$50 drop fee and an automatic "W" will be recorded.

Tuition Reduction Policy

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The following tuition reduction schedule will be in effect for all students who completely withdraw from the University:

January 22 – The last day to withdraw from the University and receive a 100% tuition and fee reduction/refund (minus a \$50 Administrative Drop/Withdrawal fee and any other non-refundable fees) for full session courses.

January 27 – The last day to withdraw from the University and receive a 75% tuition and fee reduction/refund (minus a \$50 Administrative Drop/Withdrawal fee and any other non-refundable fees) for full session courses. This is the final day to change a campus dining plan. **After this date, students do not receive any tuition and fee reduction/refund for individually dropped classes.**

February 3 - The last day to withdraw from the University and receive a 50% tuition reduction (**fees are non-refundable**). This **does not** apply for individually dropped classes. This only refers to students that have “withdrawn” all classes from the university. **After this date, there is no tuition reduction for withdrawing from the University.**

Student Refunds

The University is scheduled to begin processing refunds after the 14th class day and after Financial Aid is posted. Please note students that have set up direct deposit through their WebSTAR account will receive refunds first. Students will receive an email once their refund has been processed. Please be sure to check that your direct deposit and/or mailing address are up to date in WebSTAR. Here is the navigation to set up direct deposit:

Go to Main Menu, click Self Service Campus Finances Self Service Direct Deposit.

Follett ACCESS Program

The University of New Orleans has a convenient and affordable program that delivers the required materials for your courses in digital or print format by the first day of class. This cost-savings program brings access to course materials at a significantly reduced cost (an average of 62%) compared to traditional physical textbooks and course materials and helps ensure your success in the course.

This program is \$25 per credit hour and will show up on your fee bill. Your books for the upcoming semester can be viewed here: www.theunoshop.com. **The final date to opt-out is 01/19/2023 (fee bill due date).** To see more information about the Follett ACCESS program including how to opt-out, please visit: <https://www.uno.edu/follett-access>. Opting Out is not an automatic reversal of the charge on your student account. These charges will be removed after the 100% refund cutoff. If you opt out, you will then be responsible for obtaining any required course materials on your own and lose the special pricing that is part

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of this program. If you have questions about the program, email 1337asm@follett.com or call (504) 280-6373.

Campus Dining/Meal Plans

Please note that we require a minimum of 20% payment (financial aid, scholarship, or self-pay) on your account in order for it to be activated. The last day to change your meal plan is January 27. After this date, all meal plans are activated and the charges cannot be reversed. If you would like to enroll in a meal plan, you can find the form here: <https://www.uno.edu/bursar/meal-plan-form>. Please note the cost of the meal plans including the Privateer Bucks have changed beginning in the Fall 2022 semester. Privateer Bucks is \$200, Privateer Unlimited is \$2,600, Lifestyle is \$2,340, and Essentials is \$2,285.

Student Payment Responsibility

When you enroll at the University of New Orleans, you are acknowledging your personal responsibility for payment of your outstanding debt (tuition, fees, housing, meals, penalties, fines, etc.) incurred. You are also responsible for your outstanding debt if you have a third-party provider or other financial assistance if they fail to pay your outstanding debt in a timely manner. If the third-party provider fails to provide UNO a payment on your behalf; you are still responsible for payment of the outstanding debt.

Any outstanding debt not paid in a timely manner will be considered delinquent. All delinquent debt will be placed in collection with the Attorney General's Office (AGO) of the State of Louisiana or any collection agency that UNO contracts to collect delinquent debt. The AGO and other collection agencies may assess up to a maximum of 33% fee and any attorney fees on the delinquent debt in which you will be responsible for paying also.

If you are anticipating a third-party provider to pay for your fee bill, it is your responsibility to send the tuition guarantee and/or letter of authorization from your third-party provider to tpa@uno.edu and bursar@uno.edu. We require these forms every term.

Agreement for Deferred Payment

By entering into the payment plan, you promise to pay to the order of the University of New Orleans on or before the last due date specified in schedule of payments, for value received in the form of tuition and other charges the balance deferred as indicated in the included schedule. In the event of your failure to meet any payments on the included schedule, the entire amount shall at the option of the University become immediately due and payable. Should it become necessary to place this note with an attorney for collection, I agree to pay the cost of such attorney fees, which fees are fixed at 33 1/3 percent of the amount due with interest and cost, but in no event shall the attorney fee be less than \$100. Presentment, protest and notices of demand and nonpayment are hereby waived. You understand that

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any refund due to you for resignation or schedule changes will be applied first to this obligation.

Thank you for choosing the University of New Orleans!

Bursar's Office

January 12, 2023