



FALL 2020 BILLING HIGHLIGHTS

When is my bill due?

Bills for pre-registered students were due August 7. However, we understand that these are challenging times

How do I know what my bill is?

All billing is delivered electronically via WebSIS. Your bill may go up or down due to many factors, including changes in the number of credits you are taking, room/board selections, health insurance waivers, or adjustments to your financial aid award. Students are encouraged to check their account summary in Websis regularly. You can see your current account information, including financial aid and the amount due by going to the [Account Detail by Term screen in Websis](#) under the Student tab.

How do I pay my bill?

Online: You can pay your bill securely online through [WebSIS](#) using TOUCHNet. Please use PAYNOW function for online payments; no additional fees are charged for this service.

By phone or in person: The Cashier's Office is open by appointment on Tuesdays/Wednesdays/Thursdays from 11-3 please email bursar@morgan.edu to arrange a date & time. For telephone assistance 443-885-2051

By mail: Personal checks, cashier's checks and money orders can be mailed to Morgan State University, Office of the Bursar, 1700 E Cold Spring Lane, Baltimore, MD 21251

Please do not mail cash.

Returned checks under \$1,000.00 are charged a fee of \$25.00 and returned checks over \$1,000.00 are charged a \$50.00 fee.

What if I cannot pay my full bill right now?

Morgan has partnered with Cashnet to provide interest free online payment plans, available at <https://commerce.cashnet.com/morganpay>. The deadline for the Cashnet payment plans has been extended to September 15. The University also offers a [deferred payment arrangement](#). Additionally, the University may be able to offer need-based institutional financial assistance to undergraduate students who have accepted all offered aid, including loans, and still owe a balance. The Institutional Aid application is available here: <https://morgan.academicworks.com/>

What if I have a third-party agreement/special billing arrangement? Please send any Tuition Assistance Vouchers/Purchase Orders, 529 College Savings, Military, Maryland Pre-Paid, Education IRAs, Financial Guarantees, etc. to the office of the Bursar immediately. Documents can emailed to bursar@morgan.edu , mailed to Morgan State University, Office of the Bursar, 1700 E Cold Spring Lane, Baltimore, MD 21251 or faxed to 443-885-8264. Notes: Please include

the student's MSU ID number on all documents. Also, Tuition Reimbursement Plans based on academic performance are not acceptable Third Party Agreements.

When will schedules be dropped for non-payment?

Bills were due August 7. However, the University has put into place an extended grace period to allow students additional time to pay. Graduate students in danger of being dropped for non-payment will be emailed by the School of Graduate Studies at their Morgan email account to assist them with financial clearance. Beginning fall 2020, the drop for non-payment will occur later in the semester to allow additional time for students to make satisfactory financial arrangements.

NOTE: However, when the drop for non-payment occurs, it will be final and there will not be a reinstatement period. Students who wish to be enrolled this semester should attend their classes until they are informed that their schedules have been dropped.

I see a charge on my account for EBOOKS. What is this?

To enhance your learning experience and provide affordable access to the right course material, select course materials are part of an inclusive access model called First Day. You can easily access the required materials for those courses at a discounted price, and benefit from single sign-on access with no codes required in Canvas. The University has billed you at the discounted price as a course charge for this course. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For additional information, please contact the instructor for your particular course.

How do I receive my financial aid refund?

Bank Mobile disburses student refunds for Morgan based on the student's refund preference. New and transfer students who have enrolled in courses for the semester will receive an email from Bank Mobile which will allow them to select a refund disbursement method. Please select a method even if you don't expect a refund at this time. If you did not receive your Bank Mobile access code, contact the Office of the Bursar at bursar@morgan.edu for an access code to be emailed to you. If you do not select a preference, a paper check will be mailed to the address on file for you. Returning students do not need to select a preference each semester; however, if you need to change your preference, you must do so in the Bank Mobile portal.

I think I am being incorrectly charged as an out-of-state student. What do I do?

Newly admitted or newly readmitted graduate students must contact the School of Graduate Studies at gradapply@morgan.edu. The deadline for continuing students to complete a [Residency Reclassification Petition](#) is the last date of drop/add for the semester (September 15, 2020 at 5PM).

What is the deadline to register for Fall 2020 classes?

Open enrollment for adding/dropping classes began April 28, 2020 and runs through September 15, 2020, at 5 PM. Students who are registering/adding/dropping during open enrollment will NOT receive a paper or electronic bill after each registration transaction, however payment for these charges is expected by the next due date. You can always see your current account information, including financial aid and the amount due by going to the [Account Detail by Term screen in Websis](#) under the Student tab.

What if I need to withdraw?

Individual classes must be canceled via Websis before the end of the drop/add period (September 15, 2020, at 5 PM) to receive a 100% refund of tuition and fees. After Drop/Add, a student must withdraw from all classes to be eligible for a prorated refund of tuition only. Refer to the student [refund policy](#) for more information. You must add or drop courses online in Websis. A stop payment of a check, failure to pay your tuition, or failure to attend class does not constitute withdrawal from your financial and academic obligations to the University. For more information on cancelling, dropping, withdrawing from your program, or to withdraw from the semester, please contact the School of Graduate Studies at gradforms@morgan.edu before taking any action.

I was supposed to live on-campus. Will my room and board and housing application fees be refunded to me now that I cannot live on campus?

With the exception of students approved for extenuating circumstances housing, room and board charges for students who had already been charged for on-campus or university-managed housing and/or university meal plans have been credited to student accounts. Housing application fees (\$200) should be credited to accounts within the next 30 days.

How will the University communicate information to me about billing, payment, financial aid and other important matters?

Students are expected to check their Websis accounts regularly. Additionally, the Offices of Financial Aid, Bursar, Registrar, and numerous other offices regularly send important information to your Morgan email address, and use of your Morgan email address is required for communication with Morgan offices. Please check your Morgan email daily!

What if I have additional questions?

Please consult the University's [Covid-19 FAQ](#) page for additional frequently asked questions related to university operations, academics, student support, student activities, university health services, financial and billing matters for fall 2020. For additional information on any student-related matter, please email that office directly, or email emass@morgan.edu. We will direct your request to the appropriate office.