

Payments and Deadline Information

I. General Payment Information

The Accounting Services Office accepts payment via cash, check and debit card. The school does not accept checks drawn on bank accounts outside of the USA. We encourage all students to use the Free - Online Payment Option through Nelnet for one-time payments. You may also pay your account using the "Online Bill Pay" feature through your bank. You may do this by setting Southeastern Baptist Theological Seminary or SEBTS as a vendor and use your student number as the account number in your bank's bill pay system. The address to use is: *Attn: Accounting Services, PO Box 1889, Wake Forest, NC 27588*. Please allow time for your bank to process the payment and mail a check to the school. Students may also use the Nelnet Tuition Payment Plan to pay for tuition related expenses over the course of a term.

II. Payment Deadlines

Payment is required at least two weeks prior to the start date of fall and spring semesters and by the published deadlines for Summer Session classes and January term classes. In accordance with seminary policy, students may not attend class with any outstanding balance on their account. **IMPORTANT:** A failure to pay student account balances in full by the payment deadline will result in a \$125.00 late fee charge. Students will have one additional week to have their accounts paid in full by the close of business the seventh day. If the student's balance remains unpaid after this week their registration will be terminated. Additionally, students registering after the posted deadline will be charged a \$125.00 late registration fee.

III. Refund Policy

As long as you have officially dropped or withdrawn prior to the semester drop deadline, you may be eligible to receive a full 100 percent account credit back for tuition paid. If you are on the Monthly Payment Plan, you must notify the Accounting Services office to decrease or terminate your plan. Where an account credit applies, you may submit a Check Request Form to the Accounting Services Office to receive your refund. Refunds will not be granted for withdraws or drops from classes after the last day to drop.

IV. Rent Charges

Due the first day of each month and late after the tenth of the month.

V. Monthly Late Fee

A 3% late fee will be assessed to student accounts on any outstanding balance after the 10th of each month.