

Tuition and Fee Payment Procedures

Spring Semester

To view your balance due, you will need to access your account online through CSP Connect. Go online to <https://connect.csp.edu/> and log in. Click on the "Financial Aid and Billing" tab and go to "My Account."

Tuition and fee charges, **including any balance due after disbursement of financial aid***, must be paid using one of the following options:

1. **Payment in full (or the total balance due after accounting for financial aid*) by the first Wednesday in March**
2. **CSP Installment Plan**
 - a. In this plan, you will make payments in up to two installments, plus a \$35 enrollment fee, according to the timeline below. **
 - b. Students eligible for financial aid that have not completed requirements and have not received aid by the **first Wednesday in March** will be automatically enrolled in the CSP Installment Plan.

****CSP Installment Plan**

First Payment - due on or before the first Wednesday in March	1/2 (one half) of outstanding balance
Second Payment – due the first Wednesday in April	Remainder of outstanding balance

****Financial aid awards typically include loan opportunities, for which you must complete and sign a Master Promissory Note (MPN). Failure to complete and sign an MPN will delay disbursement of Federal loans.***

Late payments will be assessed a 1% late fee. All fees must be paid in full by the end of each term before being allowed to register for upcoming semesters. If you have previously registered for future terms, and fail to make payment, you will be deregistered from those terms. Should you leave the institution during the semester, you forfeit your right to use the installment plan and your balance will be immediately due in full.

Students Receiving Financial Aid:

All Financial Aid (loans, scholarships, grants) will show on the student account by the **first Wednesday in March**. Third party awards are applied to the student account when received. If you are using third party awards (i.e. Employer Reimbursement), you are responsible to pay for all education charges upfront, and may be reimbursed once Third Party Payment is received.

Registration may be cancelled at any time for non-payment of fees.