



FORT HAYS STATE UNIVERSITY

STUDENT FISCAL SERVICES

Forward thinking. World ready.



As you work to achieve your academic goals, the office of **Student Fiscal Services** is here to help you better understand and manage your financial responsibilities throughout your college career. Below is some helpful information to get you started!

PAYMENT ARRANGEMENTS

After you register for classes and your tuition and fees are assessed, you will then need to make payment arrangements by the set due date each semester. To view your charges and the associated due dates, login to Workday and access your Student Financials tab. You will use the **Make a Payment** task or the **myFHSU Payment Portal** link to make your payment and/or enroll in a payment plan. Students may enroll in a payment plan for their tuition, fees, and residential life balance. The payment plan option is four (4) equal monthly payments, with a one-time administrative fee of \$25.00 due with the first payment. It is important to make the necessary payment arrangements prior to the due date to prevent your class registrations from being dropped and/or late fees being assessed. Tuition and fees must be paid-in-full, covered by a valid payment plan, or covered by other Anticipated Payments by the due date to avoid class registrations from being dropped. (See *Important Dates* handout.)

FINANCIAL AID DISBURSEMENT

While the Financial Aid Office awards financial aid, the Student Fiscal Services Office disburses funds to student accounts, including federal and non-federal grants and loans, community scholarships, and Third Party Sponsor payments. Financial aid applies to your current semester charges first. Please note that students must respond to the **Confirmation of Attendance** item in Workday, prior to the semester, in order to view and receive their financial aid in Workday. Any excess funds will be refunded to you via the Student Refund Payment Election you set up within Workday. Federal Parent PLUS Loans and Parent Alternative Loans are processed separately. They are disbursed after all other aid has been applied, with excess funds refunded by check and mailed to the parent. (See *Important Dates* handout for the dates we begin releasing financial aid each semester.)

BILLING & PAYMENT

You can view any outstanding balance you may owe within the Student Financials tab of Workday. **Electronic Bills** are sent monthly to your FHSU email address for any outstanding balance. Therefore, it is very important to check your email and student account often, as well as keep your Contact Information up-to-date. Charges due on your account may include tuition, residential life, traffic fines, and/or other institutional charges. Aside from the initial tuition and fees due date, the standard due date for other charges on your account is the 15th of every month. Payment can be made online through your Workday account, in our office, over the phone, or by mail. We accept all major credit cards, ACH, checks, and cash. (See *Important Dates* handout.)

FRIENDS & FAMILY/THIRD PARTY PERMISSIONS

Parents or other individuals can be added to your student account by granting them permission via Friends and Family. Doing so is completely optional and adjustments can be made at any time. This process is managed within Workday, under Friends and Family. The designated person(s) will receive an email with their own Workday login credentials. With access to your financial information, they can view your account balance and make online payments on your behalf. Please note that all FHSU e-bills, however, are only sent to students, not to users with third party permissions.