



FALL 2021 BILLING HIGHLIGHTS

When is my bill due?

Bills for pre-registered students are due August 6, 2021.

How do I know what my bill is?

All billing is delivered electronically via WebSIS/Student Self-Service. 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 for Term](#) screen in WebSIS/Student Self-Service.

How do I pay my bill?

Online: You can pay your bill securely online through [WebSIS/Student Self-Service](#) using TOUCHNet. Please use the [Pay Now](#) 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 Mondays & Fridays from 11-1 and Tuesdays/Wednesdays/Thursdays from 11-3. Please email bursar@morgan.edu to arrange a date & time. For telephone payment assistance, call 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 University also offers a [deferred payment arrangement](#). Return completed deferred payment arrangement forms to paymentplans@morgan.edu or fax to 443-885-8264. 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 Prepaid, Education IRAs, Financial Guarantees, etc. to the office of the Bursar immediately. Documents can be emailed to thirdparty@morgan.edu, paper copies can be mailed to Morgan State University, Office of the Bursar, 1700 E Cold Spring Lane, Baltimore, MD 21251 or faxed to 443-885-8264. Note: 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 are due August 6. However, the University has put in place an extended grace period to allow students additional time to pay. Undergraduate students in danger of being dropped for non-payment will be emailed by the Office of Student Success and Retention at their Morgan email account to assist them with financial clearance; graduate students will be contacted by the School of Graduate Studies. The drop for non-payment will occur later in the semester to allow additional time for students to make satisfactory financial arrangements. 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 course materials, all 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 will bill you at the discounted price. You will have the opportunity to opt-out if so desired. More information will be available in August.

How do I receive my refund of overpayment?

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.refunds@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 should I do?

New undergraduate students should complete the [residency verification form](#). Newly admitted or newly readmitted graduate students must contact the School of Graduate Studies at gradapply@morgan.edu. Continuing students should complete a [Residency Reclassification Petition](#). The deadline to submit a residency reclassification petition is the last date of drop/add for the semester (September 3, 2021 at 5PM).

What is the deadline to register for Fall 2021 classes?

Open enrollment for adding/dropping classes began April 30, 2021 and runs through September 3, 2021, 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 WebSIS/Student Self-Service and then clicking on [Account Detail by Term](#)

What if I need to withdraw?

Individual classes must be canceled via Websis before the end of the drop/add period (September 3, 2021, at 5 PM) to receive a 100% refund of tuition and fees. For full-time students, there is no reduction in the bill if still registered for 12 credits or more. After the add/drop period is over, a student must withdraw from all classes to be eligible for a prorated refund of tuition only. Refer to the student [adjustments for withdrawals](#) 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, and withdrawing, click [here](#). To officially withdraw from the semester, complete this [form](#).

What if I need to cancel my Housing?

Students who decide to cancel their housing must complete a Housing Contract Release Form. https://www.morgan.edu/student_affairs/office_of_residence_life/forms_and_resources.html

Where can I submit my Vaccine Information?

Students can submit their vaccination information to the link below: myhealthportal.morgan.edu.

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?

For additional information on any student-related matter, please email that office directly:

For inquiries about financial aid, institutional aid, scholarships etc. [Office of Financial Aid](#)

For inquiries about billing and payments - [Office of the Bursar](#)

For inquiries about registering for courses - [Office of the Registrar](#)

If you are unsure of where to direct your inquiry, contact us at emass@morgan.edu. We will direct your request to the appropriate office. Please consult the University's [Coronavirus Updates](#) page for additional information related to the university operations as we resume operating at full capacity this fall.