

Important Notice to Off-Campus Students regarding the payment for Online Courses- Summer I, II, III Sessions

1. Off-Campus students who desire to take Online Courses can remit the required tuition payment by either utilizing the Xavier University's Electronic Credit Card Payment Process (Electronic Credit Card Payment Process) or by remitting a check to the Office of Student Accounts. The minimum required tuition payment is one half of the related summer session's cost.

A student **must not** be physically located on campus taking other summer courses to qualify for Off-Campus status.

2. Off-Campus students who utilize the Electronic Credit Card Payment Process to pay for Online Courses should utilize the steps as outlined in the following link:

<http://www.xula.edu/fiscal/documents/OnlineCreditCardPaymentsInstruction.pdf>

The Electronic Credit Card Payment Process will be available to Off-Campus students as follows:

Summer Online Payment Services

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| I & III | Will Close on May 22, 2017 at 4:00 p.m. and resume on May 23, 2017 at 8:00 a.m. |
| II | Will Close on June 23, 2017 at 4:00 p.m. and resume on June 26, 2017 at 8:00 a.m. |

3. Students that have pre-registered for classes who are unable to utilize the Electronic Credit Card Payment Process can pay their cost of tuition by remitting the required tuition payment to the Office of Student Accounts during the following periods:

<u>Summer</u>	<u>Period</u>	<u>On-Campus Registration</u>
I & III	4/17/17 – 5/17/17	5/22/17
II	5/26/17 – 6/19/17	6/23/17

The minimum required tuition payment (one-half of the summer session's cost) should be mailed to the following address:

Xavier University of Louisiana
1 Drexel Drive – Campus Box 121
New Orleans, LA 70125
Attn: Online Courses Student Account Representative

Check payments for the summer tuition cost must be received at least 2 weeks before the day of registration.

4. An Off-Campus Student will not be able to enroll in any Online Course unless one-half of the applicable summer session's tuition cost is paid.