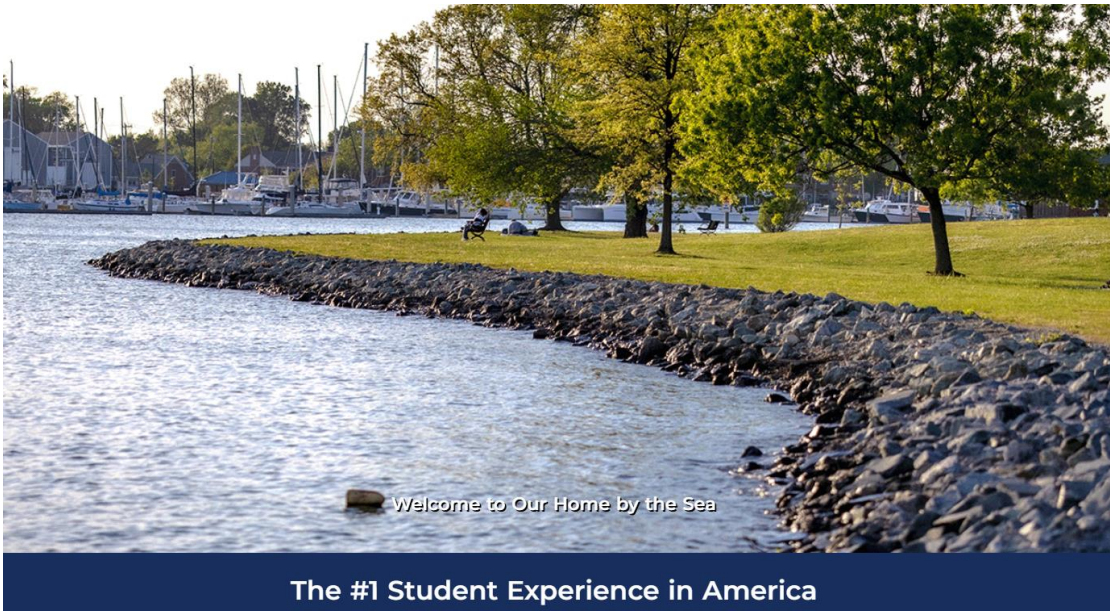




WELCOME TO THE FALL 2024 STUDENT ACCOUNT INFORMATION

www.home.hamptonu.edu/sbs/



Welcome to Hampton University

Student Business Services is proud to serve as your financial resource during your time within the Hampton University community. Our office is dedicated to the success of students and families, focused on “**Delivering the #1 Student Experience in America**” by providing access to information for our students, university departments and non-student accounts with transparency, expediency and accurate financial services.

Student Business Services process payments and maintains the ***NEW* Hampton Installment Payment Plan (HIPP)**. Payments and all correspondence relating to a student’s account (outside scholarships, deferred payment plans, 529 Educational Savings Plans and Military Tuition Assistance) should be mailed to the address:

CONTACT INFORMATION / MAIL PAYMENTS ADDRESS

Hampton University - Student Business Services Office
200 William R. Harvey Way
Hampton, VA 23668

Hours of Operation

CASHIER OFFICE	Monday – Friday 8:30am – 4:00pm
CUSTOMER CARE	Monday – Friday 8:30am – 5:00pm
Office Telephone	(757) 727-5661 or (800) 824-3327
Email	<u>StudentAccounts@hamptonu.edu</u>

IMPORTANT WEBSITE INFORMATION

Student Business Services provides a very informative website to help students, and their families learn the many different options to access their student's accounts 24/7. The following weblinks provide direct links to help provide information and instructions to access a student's account.

STUDENT BUSINESS SERVICES HOME PAGE

www.home.hamptonu.edu/sbs/

FALL 2024 IMPORTANT BILLING DATES

<https://home.hamptonu.edu/sbs/fall-2024/>

Viewing your Bill and Account Activity

<https://home.hamptonu.edu/sbs/viewing-your-bill-and-account-activity/>

Add an Authorized User to your account

<https://home.hamptonu.edu/sbs/add-an-authorized-user-to-your-account/>

Making a One-Time Payment

<https://home.hamptonu.edu/sbs/making-a-one-time-payment/>

Enroll in a Payment Plan

<https://home.hamptonu.edu/sbs/enroll-in-a-payment-plan/>

Student Refunds – Enroll in e-Refund/Direct Deposit

<https://home.hamptonu.edu/sbs/student-refunds/#explanation>

MY CAMPUS



MAKE AN ONLINE PAYMENT



ENROLLMENT IN PAYMENT PLAN



PIRATE POWER CARD



OVERVIEW OF IMPORTANT INFORMATION

TUITION AND FEES

The Hampton University reserves the right to correct errors in student fee assessments and charges which are discovered after the initial billings or fee statements and can be enacted and corrected based on the approved tuition, fee and charges by Hampton University Administration and or Hampton University designated individuals.

OFFICIAL HAMPTON UNIVERSITY EMAIL

All students, upon acceptance, will receive a Hampton University student email address. Upon creation, the Hampton University student email account becomes the primary email account for all official correspondence from the University. This is the only account that the Registrar's Office, Student Business Services, Financial Aid Office and other administrative and academic departments will use when communicating through email.

The **SBS Cashier's Office**, for the convenience of our students, is located on the 1st floor of Whipple Barn. Office hours are from 8:30 a.m. – 4:00 p.m. The Cashier's Office accepts the following forms of payments: cash, money orders, and cashier's checks.

Credit/Debit and e-Checks are ONLY processed electronically and information on how to pay online payments are provided here: <https://home.hamptonu.edu/sbs/making-a-one-time-payment/>. Online payments can be paid with your Visa, MasterCard, American Express, or Discover card. Currently, there is no payment processing fee for remitting a credit/debit card payment.

IMPORTANT: Effective January 1, 2025, all credit/debit card payments will be assessed a 2.95% (minimum \$3.00) non-refundable payment processing fee. If a payment is made via e-Check/ACH, no payment processing fee is assessed.

FALL 2024 BILLING CALENDAR

Current tuition and fees are posted on our website. It is very important for all students and parents to review and adhere to the deadline dates. Most deadlines, if not met, may incur additional fees. FALL 2024 Billing Dates: <https://home.hamptonu.edu/sbs/fall-2024/>

Payment for tuition, fees, room and board is due in full prior to the start of the semester, unless the student has financial aid/alternative private loans/3rd Party Payments/Outside Scholarships that will cover the semester's fees. Payments received after the payment deadline date may be subject to a non-compliance fee of \$300.00 and a late fee of \$400.00.

A one-time \$100.00 room security deposit fee is charged to each first-year student living on campus. The \$100.00 charge will appear on the student's bill in the first semester.

Applied music fees and other lab/program fees, protective clothing etc. will be charged to a student's account accordingly. Please read over the course outline and syllabi for each class for further explanation of fees.

HIPP INSTALLMENT PAYMENT PLAN:

Students may also be enrolled in the Hampton Installment Payment Plan. A Non-refundable Application Fee of \$50.00 is paid to be enrolled for the Fall 2024 semester. In addition, you are required to remit your first installment of your four installments. After you have paid your first installment, you will have three more installments due on September 1, October 1, and November 1, 2024.

FALL 2024 HIPP PLAN: <https://home.hamptonu.edu/sbs/enroll-in-a-payment-plan/>

STUDENTS RECEIVE FINANCIAL AID OR SCHOLARSHIP

The Financial Aid Office (www.home.hamptonu.edu/financialaid) will be your resource for awarding your federal, state or institutional funds. Once the student's financial aid or scholarship money has been posted to the student's account, the student can then request a refund for the difference.

STUDENT HEALTH INSURANCE REQUIREMENTS

Hampton University requires all undergraduate students enrolled as a full-time course of study leading to a degree to provide proof of comparable coverage. To waive participation in the plan, students need to be certified of their proof of insurance by logging on to our third-party certification partner-Gallagher Student Health & Risk. The website to process your waiver is www.gallagherstudent.com/hamptonu. Students must complete the waiver process no later than September 6, 2024, or you will have the student health insurance charge assessed onto your student account. Please refer to the Student Health Center weblink at <https://home.hamptonu.edu/healthcenter/outreach/> for more information on the cost and health insurance coverage.

PIRATE POWER - HU SMART CARD INFORMATION

The Pirate Power card is a student's passport to life at Hampton University. It is a pre-paid, stored value account that is tied into their student university ID card. It is a convenient, cashless way to pay for goods and services on campus. The Pirate Power Card can be used at the University Collegiate Store, University Cleaners, Harvey Library and all the shops and restaurants in the Student Center. The Pirate Power Card can also be used for payment at most vending machines on campus. The Pirate Power Card may be used at the Tropical Smoothie and Subway in the Hampton Harbor complex and the CVS Pharmacy located at 401 East Mercury Blvd. The Pirate Power Card is used for shuttle services to the Peninsula Town Center, Wal-Mart and Walgreens.

Pirate Power Accounts are automatically set up once a student has been accepted to the University. However, to activate the card a student would need to make a deposit of at least \$1.00. The maximum that can be deposited at one time is \$500.00. Pirate Power deposits can be made by mail, in person or online. Pirate Power deposits can be made in person at the Cashier's office located on the 1st floor of Whipple Barn. The hours of operations are from 8:30 a.m. – 4:00 p.m. Pirate Power deposits made in person can be accessed within one hour. Pirate Power deposits can also be made online by logging into [HUNET](#). Web deposit can be accessed immediately.

If a student's Pirate Power Card is lost or stolen, the student can log into their online account and freeze the account themselves or call the Pirate Power office for assistance. The card will be deactivated, and a new card will be issued. There is a charge to reissue the card. Funds left on the account at the end of the semester will roll over to the next semester. **At no time are cash withdrawals allowed.** The Pirate Power office is located in Whipple Barn, room 105. The office hours are from 8:30 a.m. to 4:00 p.m.

Banking Services

There are three (3) 24 - HOUR ATM machines on campus.

- Student Center, 1st floor, one is located in front of the
- University Collegiate Store in the Hampton Harbor complex
- Student Dining Hall.

Laundry Services

For your convenience, washers and dryers are available in the Residence Halls utilizing the Pirate Power Card (ID Card) only. A full load washer is \$ 2.00 per use and dryers are \$.50 per 15 minutes.

HAMPTON UNIVERSITY

2024/2025 EXPLANATION OF FEES

APPLICATION FEE

New Incoming students are required to remit a Non-Refundable \$50 APPLICATION FEE with their application for admission. Payment of the APPLICATION FEE is not a guarantee of Admission. Students who are currently enrolled or were previously enrolled are not required to pay this APPLICATION FEE.

MATRICULATION FEE

This \$100 non-refundable fee is due within 35 days after receipt of the Notice of Admission. This fee is payable only once by all freshmen, transfer, and any student entering Hampton University for the first time. MATRICULATION FEE should be submitted with the payment for the ADVANCE PAYMENT FEE for new students.

ADVANCE PAYMENT FOR NEW STUDENTS

Prospective students whose application has been approved will receive a Notice of Admission. Within 35 days of receipt of the Notice of Admission, all perspective must send to Student Business Services a payment of a) \$425.00 if accepted as an off-campus undergraduate student or b) \$500.00 if accepted as an on-campus undergraduate student. The Payment for the Advance Payment AND the Matriculation Fee of \$100.00 should be submitted together. Payment should not be remitted until after receiving the Notice of Admission.

Payment of the Advance Payment does not guarantee the assignment of a room but must accompany the application for room assignment. Students who change their housing decision from on-campus to off-campus will forfeit \$75.00 of the Advance Payment.

The Advance Payment Fee is **only refundable until May 31st** prior to the initial enrollment for new students in their first semester of enrollment. **A written request must be submitted to Student Business Services office via email at StudentAccounts@hamptonu.edu.**

TUITION – Fall 2024/Spring 2025 Full Time Undergraduate Students

The tuition charge is based on the number of course credit hours which a student is registered for by the last date of adding course credits for a specific semester. After the last date to add course credit for a specific semester, there are no longer any cancellations for tuition charges for course credits enrolled for that specific semester. Please refer to the “WITHDRAWALS” section below for Hampton University tuition refund policy.

The annual tuition charges for a full-time student (**Credit Hours 10 to 17**) for the 2024-2025 academic year (Fall/Spring) are \$27,482.00. Tuition is billed for full time students on a semester basis (Fall/Spring) is in the amount of \$13,741.00. Student Business Services will provide notifications of the due dates for each active semester. Students enrolled in more than 17 credit hours will be billed \$464.00 for each credit hour over 17. Undergraduate students that are enrolled in less than 10 credit hours, each credit hour will be billed at the rate of \$700.00 per credit hour.

COMPREHENSIVE FEE

The Comprehensive Fee of \$1,555.00 for each semester (Fall/Spring) is required for all regular undergraduate students. This fee supports the Student Center, Student Health Services, Student Activities, course laboratories, and other student-related events, programs and services throughout the semester.

RESIDENTIAL HOUSING

At the time of initial enrollment, each student who is assigned a room in Residential Housing will be charged a **Security Deposit Fee of \$100.00**. Upon graduation or withdrawing from Hampton University, the Security Deposit will be returned to the student or applied toward any outstanding balance due to Hampton University. During a student stay in Residential Housing, the cost of damages will be deducted from the deposit, and the student must pay enough to bring the security deposit up to the level of \$100.00.

Residential Housing for each semester (Fall/Spring) for 2024/2025 academic year is \$3,723.00. These costs will be billed and reflected on a student’s account. Additional semester fees may vary based on the student’s housing assignment.

DINING MEAL OPTIONS

Option 1 - 19 Meals per Week

Students that select the 19 Meals Per Week option that are an on-campus student will be billed on a semester (Fall/Spring) basis at the rate of \$3,431.00. With the Option 1 meal plan, students will receive \$100.00 Pirate Dollars for each active semester.

Option 2 – 15 Meals per Week

Students that select the 15 Meals Per week option that are an on-campus student will be billed on a semester (Fall/Spring) basis at the rate of \$3,381.00. The 15 Meals per Week option provides 15 meals a week (three meals a day Monday-Friday) with no meals available on the weekend. With the Option 2 meal plan (15 Meal per Week), students will receive \$200.00 Pirate Dollars for each active semester.

Option 3 – 5 Meals per Week (COMMUTER ONLY PLAN)

Students that select the 5 Meals per Week option provide off-campus students the option of a meal plan. Off-campus students will be billed on a semester (Fall/Spring) basis at the rate of \$1,623.00. With the Option 3 meal plan, students do not receive any Pirate Dollars for each active semester selected with this plan.

Option 4 – 7 Meals per Week (COMMUTER ONLY PLAN)

Students that select the 7 Meals per Week option provide off-campus students the option of a meal plan. Off-campus students will be billed on a semester (Fall/Spring) basis at the rate of \$2,270.00. With the Option 4 meal plan, students do not receive any Pirate Dollars for each active semester selected with this plan.

CABLE FEE

All on-campus students will be charged a cable television fee of \$95.00 per semester (Fall/Spring) for this service. The Cable Fee is non-refundable.

TECHNOLOGY FEE

All regular graduate and undergraduate students will be charged \$125.00 per semester for the required Technology Fee. The Technology fee supports the wireless internet zones in the dormitories and the classrooms. The Technology Fee is non-refundable.

CREDIT BALANCES

Any credit balance on your account after all charges owed to the University have been paid will be disbursed to the student as requested excluding Title IV Funds. A credit balance as a result of Title IV funds is refunded in accordance with the Department of Education regulations (CFR 668.164). Charges added to your account after a credit balance check (refund) is issued will appear on your next billing statement. For further information <https://home.hamptonu.edu/sbs/student-refunds/#explanation>.

WITHDRAWALS

Official Withdrawals:

Students withdrawing from the University will need to initiate the withdrawal process by retrieving a Petition of Separation Form from the Office of the Registrar and securing all necessary signatures. Once the form is completed, the Registrar's Office will process the withdrawal and notify Student Business Services of the official withdrawal. Students also can withdraw by oral notification. They must contact the Registrar's Office and communicate directly with a Registrar official. The date of the phone conversation will be documented as the withdrawal date. The Office of the Registrar will send a certified return receipt letter to the student, confirming the withdrawal. The student will be asked to sign and return this letter.

Unofficial Withdrawals:

Unofficial withdrawals are processed as needed by the Office of the Registrar. There will not be a Petition of Separation Form but the Office of the Registrar will submit a listing to Student Business Services Office to proceed with the refund/adjustment process.

The tuition/fees adjustments for students withdrawing from Hampton University for any reason will be following University policy beginning the first day of the semester:

Days Completed	REFUND %
Days 1 - 7	100%
Days 8 -14	92%
Days 15 - 21	84%
Days 22 - 28	76%
Days 29 - 35	68%
Days 36 - 42	60%
Days Over 43 - No Refunds	0%

Note: This refund schedule is subject to change due to federal regulations or changes in the University policy. **IMPORTANT:** The application, matriculation, and advance deposit fees are non-refundable.

DELINQUENT ACCOUNTS

Hampton University will not issue a degree, an official/unofficial transcript of grades, or a grade report to any student who has not paid all debts in full except as noted in the Department of Education ruling. Students who fail to pay all fees by the published due date will be subject to pay all collection and legal fees incurred if collection action is required. Official documents remain the property of the University, and we are not obligated to release them due to actions, such as bankruptcy.

NON-PRE-REGISTRATION FEE

The Non-Pre-Registration Fee of \$100.00 will be charged, per semester, to all continuing students who fail to pre-register during the designated dates. The Non-Pre-Registration Fee must be paid at Registration. Cancellation of schedules due to nonpayment is considered as not pre-registering and therefore the student will incur a non-pre-registration fee.

LATE REGISTRATION FEE

For those students that fail to complete registration on the designated date will be assess a \$400.00 Late Registration Fee each semester. The Late Pre-registration Fee must be paid at the time of registration.

GRADING ADMINISTRATION FEE

Students granted permission by the Office of the Registrar to enroll in a zero credit one-hour tuition course (CSRT 000-01) must pay a \$150.00 fee.

DEPARTMENTAL FEE

Departmental fees are required in several areas as described in the Hampton University Catalog. These departmental fees are reflected on a student's account and are payable upon being charged. Students and parents are advised and highly encouraged to read the Hampton University Academic Catalog regarding fees in specific academic areas.

LOST STUDENT ID

Students must report the loss of a Student ID to the Office of Judicial Affairs and Housing/ Office of Residence Life and pick up a verification slip. There is a \$10 replacement fee and a \$20 fee to activate the new Meal Card. The student must pay this fee in advance at the Student Business Service Cashier's window (Whipple Barn) before a replacement can be issued. University Police will issue the replacement ID. The Student Business Service Cashier's business hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday.

OFFICIAL ACADEMIC TRANSCRIPT FEE

A charge of \$10.00 is required for each (official or unofficial) transcript. OFFICIAL ACADEMIC TRANSCRIPT will not be eligible for processing if you have a financial hold due to any outstanding balance due to Hampton University. Please contact the Registrar's Office for further information.

MOTOR VEHICLE PARKING

All motor vehicles parked in university parking facilities must display a valid parking permit. Parking permits are purchased from the University Police. To purchase a permit the student must present a current student I.D. card, current vehicle registration, and proof of insurance. First Year-First Time students are not eligible to purchase Parking Permits until prior approval is granted by the University Police Office.

BOOKS AND SUPPLIES

All students will be charged a book fee of \$280.00 for each semester of enrollment (Fall/Spring) to access E-books required for courses in which they are enrolled. The charge will be billed for each semester of enrollment and is a non-refundable fee.

UNIFORMS

Students enrolled in the ROTC programs are furnished uniforms on loan by the appropriate military branch. Losses and shortages occurring during the training period will be handled within the guidelines of the appropriate ROTC Unit. Uniforms are purchased directly from the ROTC Unit. Students majoring in Physical Education and Nursing are required to purchase appropriate uniforms. The cost of these uniforms will vary. Uniforms are purchased directly from the ROTC Unit.

SPECIAL EXAMINATION APPLICATION FEE

The Special Examination Application Fee for the administration of each special examination will be \$10. If the exam is taken, an additional fee is due as follows:

- If a student is currently enrolled full-time, the total semester hours are added to the total hours taken during the current semester. Credit hours exceeding seventeen (17) will be charged at the per credit hour rate of \$464.00.
- If a student is currently enrolled part-time (less than 10 semester hours) the charge will be equal to the number of semester credit hours multiplied by the individual hourly tuition rate.
- If the student is not currently enrolled, the charge will be a special examination fee of \$700.00 plus the number of semester hours of credit multiplied by the individual hourly tuition rate of \$700.00.

Pirate Notification System

The Pirate Notification System (PNS) is Hampton University's urgent notification system, comprised of a variety of methods by which the University can contact students, faculty, and staff.

Ways to contact include:

- Text messages (SMS) to mobile devices
- Calls to home, office, and mobile phones
- E-mails to non-Hampton University addresses
- E-mails to Hampton University addresses are sent by default
- Alerts will be sent by the Hampton University Police Department or the Business Office, depending on the nature of the situation.

The Pirate Notification System is a free service and will not charge you a subscriber's fee. Standard text message and phone rates for your phone provider will apply.

How to Register for PNS

Students, faculty and staff are automatically imported into PNS. Users are then invited via email to create an account on the Member Portal and input additional methods of contact. Members are encouraged to register immediately as the email invitation will expire.

Updating Your PNS Account

<https://member.everbridge.net/index/453003085612590>

If you have already created a PNS profile and want to update it, click the link above and sign in to update your information. For additional information, please use the Hampton University Police website at <https://home.hamptonu.edu/police/pirate-notification-system-pns/>

**NATIONAL STUDENT SERVICES, INC.
THEFT, FIRE, NATURAL DISASTERS & ACCIDENTAL DAMAGE INSURANCE**

Every year college students lose millions of dollars' worth of personal property from theft, fire, flood, vandalism, natural disasters and accidental damage.

Hampton University, has partnered with National Student Services, Inc. to provide a (completely optional insurance plan) so that you and your student can be protected against financial hardships caused by loss of property. This STUDENT PERSONAL PROPERTY PLAN is officially recognized by over 2000 colleges and universities in the United States. This plan protects your financial investment in personal property and guarantees your satisfaction.

ABOUT NATIONAL STUDENT SERVICES, INC.:

Since 1971 **NSSI** has been the leader in providing personal property insurance designed specifically for students. National Student Services, Inc. low deductibles and affordable premiums make their product attractive to parents, sending their children off to school with a wide assortment of valuable personal property. Coverage is **WORLDWIDE**, so any student attending school in the United States, or students living in the US and attending school out of the country, can take advantage of the NSSI program. To read more about NSSI products and services you can log on to their website at: WWW.NSSI.COM. You can also sign-up for coverage on the NSSI's Website.

**NATIONAL STUDENT SERVICES, INC.
THEFT, FIRE, NATURAL DISASTERS & ACCIDENTAL DAMAGE INSURANCE**

The most popular Student Personal Property Plan® provides \$6,000 of coverage for a twelve (12) month period. You may purchase additional replacement cost coverage up to a maximum of \$20,000 coverage. You may select a \$25, \$50 or \$100 deductible.

The following chart outlines the types of items that are covered:

Clothing	Furniture	Sports Equipment	Linens	Textbooks	Electrical
Coats, shoes, jeans, sweaters, shirts, purses, etc.	Chairs, tables, sofas, beds, etc.	Golf Clubs, skis, skateboards, etc.	Sheets, towels, etc.	School supplies, calculators, art supplies, etc.	DVD players, televisions, refrigerators, microwaves, etc.
Musical Instruments	Photographic Equipment	Computers	*Jewelry	*Bicycles	Electronic Devices
Guitars, Amps, violins, etc.	Cameras, lenses, etc.	Desktops, laptops, keyboards, mouse, printers, word processors, software*, etc.	Rings, watches, etc.		Cell Phones, MP3 players, video game systems, etc.

* **Limited Coverage applies to certain items and locations. See the Special Provisions column.**

Property Not Covered

- Automobiles, motorcycles, boats, motors, aircraft or aircraft parts or any other type of motorized land vehicles or other conveyances or their accessories (including car stereos, GPS devices, etc.).
- Transportation tickets or other tickets.
- Salesmen's samples.
- Merchandise for sale or exhibit.
- Money in currency or coin, evidences of debt, letters of credit, passport documents, notes, securities.
- Animals.
- Contact lenses.
- Artificial teeth or limbs.
- Keys & forms of identification (including student ID's, driver's license, etc.)
- Firearms or ammunition.
- Pharmaceuticals - prescription or over-the-counter.
- Artwork - professional or amateur.
- Antiques and collectibles.

Special Provisions

- Coverage for jewelry, watches, rings and other items consisting of gold, silver or platinum or furs is limited to \$1000 for any one loss. Coverage for bicycles is limited to \$1000.
- Insured property in a personally-owned automobile is covered, provided that the vehicle was locked at the time of theft **and** there was visible signs of forced entry into the vehicle.

NOTES