

Dear TSU Student

If you haven't paid your spring semester balance or initiated an installment payment plan by Monday, Feb. 11, you may be in jeopardy of having your classes dropped for non-payment on Wednesday, Feb. 13.

We want to make this as straightforward of a process as possible so that you can concentrate on the most important thing – your studies.

If you are unsure of your payment status or even if you know what you owe, the most important thing is to act quickly before the deadline.

Here are your best next steps:

1. Sign up for the installment plan. You may be eligible to get assistance with your initial payment by taking advantage of the TSU Great Start Grant which will pay the initial 25 percent of the installment, provided you agree to cover the remaining 75 percent via the installment plan. Visit [www.tsu.edu/payment-options](http://www.tsu.edu/payment-options) for more information and to enroll in the plan.
2. Visit our financial aid office. Our financial aid advisors know that every student's situation is unique, and they are equipped to help you find every avenue to remain enrolled at TSU. Visit in person at the West Garage, 3100 Cleburne St., on the TSU campus, or call 713.313.7071. Office hours are Monday-Friday, 8 a.m.-5 p.m.
3. Pay attention to any texts, emails, letters or phone messages you receive from TSU about your payment status. The worst thing you can do is ignore the situation and hope it will go away.

We know your education is very important to you, and we will make every effort to accommodate your situation.