Students and Parents,

The information below is a must read regarding the Spring semester.

IMPORTANT DATES, DEADLINES, and INFORMATION FOR SPRING SEMESTER 2013

1. Your first eBill for Spring 2013 will be posted online December 4, 2012. Watch for the email to your Xavier email address and, if applicable, to the email address of Authorized Users, notifying you that the eBill has been published and is ready to be viewed. We do not send paper bills.

2. All students must enroll in a payment plan each semester. The best time to enroll in the Spring X-Flex Payment Plan is during the first week of December, after the eBill has been published on December 4th.

3. The first installment of the Spring X-Flex Payment Plan is due Thursday, December 20, 2012.

4. If you intend to pay in full and thereby, avoid interest charges on your Spring semester charges, then either enroll in the X-Flex Payment Plan and pay in full on or before December 20, 2012 OR enroll in the X-Flex Payment Plan, make your first payment (20% of your balance) on or before December 20, 2012, and pay the remaining balance in full on or before January 20, 2013.

5. If you register for Spring semester classes prior to the December 4th eBill being published, you must pay at least 20% of your balance on or before December 20, 2012 or your class registration may be cancelled on Thursday, January 3, 2013.

6. If you register for classes after the December 4th eBill is published, you must pay at least 20% of your balance within 24 hours of registering or your class registration may be cancelled on Wednesday, January 9, 2013.

7. Only students working for employers that offer educational reimbursement benefits may sign up for the Employer Reimbursement Payment Plan. Eligible students may be required to provide Xavier University acceptable documentation of their employer’s financial commitment. Failure to do so may result in any bursar account balance being immediately due and payable in full.

The first of two class cancellations will take place on Thursday, January 3, 2013, for students who registered for classes prior to the December 4th eBill being published and have not paid at least 20% of their Spring semester balance and/or who have an outstanding balance from a prior semester.

The second class cancellation will take place on Wednesday, January 9, 2013, for students who registered for classes after the publishing of the December 4th eBill and have not paid at least 20% of their Spring semester balance within 24 hours of registering.

Students:
Here are instructions on how to access and pay your online eBill, to enroll in a payment plan and more:

1. Logon to the Portal at http://portal.xavier.edu
2. Click on the Student Services tab
3. Within the My Academic Records channel, click on My Bursar Account

Authorized Users:
Here are instructions on how to access and pay your student’s online eBill, to enroll in a payment plan and more:

2. Login using your Username and Password

Note: Xavier University will be closed for the holidays from 3:00pm Friday, December 21, 2012 through Tuesday, January 1, 2013.

For more information, please visit the Frequently Asked Questions section on the Bursar’s Office website at www.xavier.edu/bursar or call (513) 745-3435. For financial aid questions, contact the Office of Student Financial Assistance at xufinaid@xavier.edu or 513-745-3142.

If you are registered for Spring 2013, but are not planning to attend, you will need to drop your classes or you will be responsible for the charges. Logon to the Portal, click on the Student Services tab, and select Add or Drop Classes within the Class Registration channel. For more information regarding registration, please call the Office of the Registrar at 513-745-3941 or visit the Registrar’s website at www.xavier.edu/registrar.