

2. Second and Third Installments: Students failing to make the second and third installment payments by the required due dates will be subject to the following penalties:
  - a. Assessed \$50 installment late fee per late payment
  - b. Blocked from future registrations
  - c. Blocked from receiving official transcripts

**Payment Options ~**

**PAYMENT BY WEB** – Pay on-line at [www.pvamu.edu](http://www.pvamu.edu). To access your account, click on “on-line services” then select “panthertracks for students” and login to “enter student services”. We accept Visa, MasterCard, American Express and Discover.

**CASHIER’S WINDOW** – W.R. Banks Bldg. Room 124 from 8:30 a.m. until 3:00 p.m. Monday thru Friday.

**PAYMENT DROP BOX** – W.R. Banks Northeast corner (outside). Please drop payments in sufficient time to meet deadline dates/times.

**CREDIT CARD CALL-IN** – Treasury Service Office, (936) 261-1903 – option #4 between the hours of 8:30 a.m. and 3:00 p.m. CST for Visa, MasterCard, American Express and Discover payments.

**MAIL-IN** – Prairie View A&M University (Attention: Treasury Services), P.O. Box 519, Mail Stop 1329, Prairie View, Texas 77446. Please mail in sufficient time for payments to be received in the Treasury Service Office by the deadline dates. Please indicate student’s name and identification number on payment. Checks should be made payable to Prairie View A&M University.

Should you have questions about your bill, please call (936) 261-1903 and select option #3.

\*Note: Please do not wait to receive a billing notice via e-mail to pay your bill. Your statement can be accessed on-line through PANTHERTRACKS for students at <http://panthertracks.pvamu.edu/>. If you register after the pre-registration period, you may not receive a billing notice via e-mail or regular mail.

**FEES ARE DUE THE DAY COURSES ARE SELECTED**

**Fee and Financial Aid Refunds**

Fee refunds will be given for withdrawal from the University within the time constraints described in the refund schedule sections below. A full refund of applicable tuition and fees will be given for courses dropped prior to the 1<sup>st</sup> class day.

Students who wish to withdraw from the University after registering must follow prescribed procedures for withdrawal or assume liability for all fees assessed. Withdrawal forms are available in the Registrar's Office. Students who have questions or concerns regarding the calculation of their refund may appeal by letter to the addresses below and should state in their letter the portion of the refund that is being questioned. Allow 30 days for response.

**Financial Aid Refunds Fee Refunds**

Assistant Provost for Student Financial Services  
Prairie View A&M University  
P.O. Box 519, Mail Stop 1005  
Prairie View, TX 77446-0519

**Fee Refund Schedule**

Manager of Treasury Services  
Prairie View A&M University  
P.O. Box 519, Mail Stop 1329  
Prairie View, TX 77446-0519

***Fee Refund Schedule***

The following schedule applies to refunds of tuition and fees (excluding room, board and laundry) for students who withdraw from the University.

*Tuition and Fees*

**Fall, Spring or 10 Week Summer Semester**

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None

**3 Week and 5 Week Summer Sessions**

Prior to the first class day	100%
During the first class day	80%
During the second class day	50%
Third class day and thereafter	None

Board and Laundry charge refunds will be handled as follows:

**Board Plan.** Payments made for board will be refunded in full to students who officially withdraw before the first day of official registration for that term. Refunds of actual payments on or after the first day of official registration for actual payments will be prorated on a daily basis less an early withdrawal fee of ten (10) percent of the semester rate.

**Laundry Fee.** Laundry fee refunds will be prorated on a weekly basis.

**Financial Aid Refund Schedule**

The University is required to reimburse the Title IV (Federal Financial Aid) programs based on the percentage of these funds applied to the total charges for the first time students receiving aid from these programs according to the following schedule.

**Fall or Spring Semester**

Prior to registration	100%
Within week 1	90%
Within week 2	80%
Within week 3	80%
Within week 4	70%
Within week 5	60%
Within week 6	60%
Within week 7	50%
Within week 8	50%
Within week 9	40%
Within week 10	40%
After week 10	None

**Summer Term**

Week 1	80%
Week 2	60%
Week 3	40%
Week 4 and after	None

Students who receive refund checks from these federal programs and withdraw from the University within the first 10 weeks may be required to return a portion of these funds to the Title IV program.