[Completing the Registration Process](), the [Student Installment Loan Payment Plan](), [Refunds to Students](), [Waivers, Exemptions and Sponsored Billings](), [Pre-Registration for the Subsequent Semester]() and [Tax Reporting]()

If you should have additional questions or require assistance, please feel free to either [Contact a Student]()

II. Financial Aid

1. How does a student apply for financial aid? To learn more about applying for Financial Aid, go to the Office of Student Financial Aid website at https://www.xula.edu/financialaid. The school code is 002032.

8. When will TOPS funds be credited to my account? The Taylor Opportunity Program for Students (TOPS) is a Louisiana state merit-based scholarship for Louisiana residents who attend a Louisiana school. TOPS Scholarships will credit after receipt of the funds from the State of Louisiana. The funds are generally received near the end of the semester. The awarded amount will be displayed as Expected Financial Aid until received. Contact the Office of Student Financial Aid at 504-520-7835 or email finaid@xula.edu with any questions you may have about TOPS scholarships.

9. As an eligible University employee, when will my tuition waiver be credited to my account? Employees must apply for Tuition Waivers each semester through Xavier's Human Resources Department before the semester's posted deadline. If approved by Human Resources, the waiver is submitted to the Office of Financial Aid for processing. Please contact Human Resources at 504-520-7537 with any additional questions concerning a Tuition Wavier.

III. Completing the Registration Process

1. How can a Student complete the Registration Process? After a student completes the pre-scheduling of classes, the Office of Student Accounts will email a Student Fee Billing Form to the student. The Student Fee Billing Form reflects the estimated cost of their enrollment (mandatory tuition, fees and housing if applicable) for the semester, less estimated financial aid awards, plus any unpaid balance from a prior semester. The estimated cost does not include books, parking decals

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IF YOU HAVE COMPLETED THE EARLY REGISTRATION PROCESS SUCCESSFULLY, YOU ARE NOT REQUIRED TO PARTICIPATE IN THE ON-SITE REGISTRATION.

If the link indicates that YOU ARE NOT REGISTERED for the semester in question, then the student MUST PARTICIPATE IN THE ON-SITE REGISTRATION PROCESS.

11. What issues will prevent a student from being cleared to attend class ("fiscally cleared?")
    Failure to submit a High School Transcript to the Admissions Office
    Failure to file a Free Application of Federal Student Aid (FAFSA).
    Failure to resolve a FAFSA rejection.
    Failure to accept a Financial Aid Award
    Failure to provide financial aid verification documents to the Office of Student Financial Aid.
    Failure to sign the Master Promissory Note and/or participate in an Entrance Interview at www.studentloans.gov
    Failure to complete the Health Assessment Form and provide the Proof of Immunizations.
    Failure to submit the correct required payment.

12. What if I did not complete the Registration Process? Failure to complete the Registration Process on the last day of on-campus registration by 4:00 p.m. on the designated date will result in a student's class schedule being dropped or deleted from the system. A student may not be able to get the same schedule as before because the classes may be closed. Subsequently, the student will have to re-schedule their courses by the last day o

IV. Student Installment Loan Payment Plan

1. Does the University have a Student Installment Loan Payment Plan? The Student Installment Loan Payment Plan requires that one-half (1/2) of

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5. How can a student, parent or other authorized person view the Account Summary? A student
   gain access to their Account Summary by logging into their Banner Web Account. Other parties,
   including parents, can view or make an online payment for a student provided the student grants access.
   The student must provide to the parent or other parties their Xavier User ID and Password to enable such
   parties to gain access. The student, parent or authorized person designated must click on Banner web
   from:

> Go to www.xula.edu
> Under Quick Links, select "My XULA".
> Enter "Username and Password".
> Select "Banner Web".
> Go to the "Student and Financial Aid" link.
> Select "Student Records" and then "Account Summary or Account Summary by Term".

The student can view and pay their account balance as required through the provisions of the Student
Installment Loan Payment Plan Because their Billing Statement is always available online, it is expected
that the student will review and ensure any required payments are made and financial aid and
scholarships are posted to their account

Student bills are emailed to their XULA email account for the second and third installment payments.

Payments can be made online via Banner Web by selecting "Tuition and Fees Online Payments" from the
main menu.

6. What if I am being billed for Health Insurance incorrectly? All students are initially assessed a health
   insurance fee at a cost of $1575 (subject to change annually) during the Fall semester. Students must
   submit their proof of health insurance to the Office of Health Services to remove the health insurance fee
   before the first day of class. The health insurance fee can be waived by completing an annual insurance
   waiver online at www.gallagherstudent.com located under the Student Health Services link

8. If a parent remits the payment for a student's bill, can they also view the student's grades and oth
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12. Where should I mail my payment? **Checks or money orders should be made payable to Xavier University and mailed to:**

Xavier University of Louisiana
Student Accounts Departments
1 Drexel Drive, Box 121
New Orleans, LA 70125

Please include the student's name and ID number on the payment

13. My payment was postmarked by the due date. Why do I have a finance charge? **A finance charge of 0.75% is assessed to the student's account every 30 days on the student's outstanding balance when utilizing the Student Installment Loan Payment Plan. The interest assessment is recorded starting October 1st for the Fall Semester and March 1st for the Spring Semester. Please mail the payment 10 business days in advance to ensure timely posting. Electronic check payments are immediately posted to the student's account.**

14. Can I wire funds to the University for a Payment to an account? **Yes, see Payment Options for Wire Transfer Instructions.**

15. Why are my registration and/or my transcript request blocked by Student Accounts? **Registration blocks are placed on accounts with past due balances. In order to have the block removed, you must pay your account balance in full.**

16. Whom do I contact about the following charges?

Tuition and Fees - Tuition and fees are automatically calculated based on the student's curriculum and registration (school/college, level, or program of study, number of hours, etc.). If you feel that a tuition or fee charge is incorrect, please verify your curriculum with your academic department, or Contact a Student Accounts Representative for assistance.
Library Fines - Library Circulation Desk at (504) 520-7305.
Parking Fines at (504) 520-7490.
Bookstore Charges - Barnes and Nobles Bookstore at (504) 520-7300.
Scholarships, Grants and Loans - Office of Student Financial Aid at (504) 520-7835 or finaid@xula.edu.
Housing Charges / Damage Charges - Housing and Residence Life at (504) 520-7321 or reslife@xula.edu.
Refunds, Missing payments & 1098-T Form - Contact a Student Accounts Representative for assistance.

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VI. Refundsto Students

1. What is a credit account balance? A credit account balance occurs when the posting of all aid (grants loans, scholarships, and other payments) exceed charges (Tuition, Fees, Hous)ng etc.

VII. Waivers

XAVIER UNIVERSITY OF LOUISIANA
Student Accounts Department

2. How can I ensure that I am allowed to attend class (FISCALLY CLEARED) for the next semester? The following requirements must be completed:

>   If a payment is required, see [Payment Options](#) for further details.   The payment must be made prior to the established deadlines for the Fall and Spring Semesters.