

STUDENT SCHEDULES:

Student schedules will be available after the first tuition & fees payment *and* the [AIA physical form](#) are received in the Finance Office.

Schedules will be available beginning July 7. Schedules will be mailed through July 23 to students who have paid the August tuition & fee and have turned in their AIA physical form. After July 23rd, you will need to pick up your schedule in the Finance Office.

Please pay tuition/fees AND turn in AIA physical forms to the Finance Office which is located in the Steele Building where the Guidance Offices are also located. Tuition payments and forms may also be mailed to Xavier to the attention of the Finance Office.

Please check your schedule carefully. Bring your schedule with you when you come to buy books (Bookstore opens Aug 2) as well as on the first day of school. A duplicate schedule will cost \$1.00.

There is a charge of \$50.00 for any change in schedule, if one is possible. A request for change must be made in writing through the office of the Director of Student Records. No interview will be held until the written request has been received and reviewed. Rarely, will a schedule be changed.

Note: A \$25.00 fee will be charged for any check which does not clear the bank. No future personal checks will be accepted if this occurs. Cash or cashier checks will be required.