WHO
can I contact if I have any questions?

You will get the same level of comprehensive services and information through the Call Center another feature of the Bobcat Enrollment Center and speak with an Enrollment Service Specialist to address your questions and discuss concerns regarding registration, financial aid, student accounts, billing, or payments. You may also email any questions or concerns to bobcatenrollmentcenter@stu.edu for response by an Enrollment Service Specialist.

Visit us online

www.stu.edu/bobcatenrollmentcenter

www.facebook.com/bobcatenrollmentcenter

Location and Office Hours

The Bobcat Enrollment Center is located at the west end of Kennedy Hall.

Office Hours
Monday - Thursday 8:30 am to 6:30 pm
Friday 9:00 am to 5:00 pm

Call Center Hours
Monday - Friday 9:00 am to 5:00 pm
Phone (305) 474-6900
Fax (305) 474-6930

Bobcat Enrollment Center Mission Statement

Bobcat Enrollment Center is dedicated to providing high quality and efficient service to students with experienced professionals in one office with the commitment to increase student satisfaction.

St. Thomas University Mission Statement

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

St. Thomas University
16401 NW 37th Ave
Miami Gardens, FL 33054
Main: 305-628-6546
Law School: 305-623-2310

Bobcat Enrollment Center

…for all your student needs

STU Bobcat Enrollment Center
… for all your student needs

We offer an array of school-related services to current and prospective undergraduate, graduate and law school students, including registration, financial aid and student account issues.

The Center brings together qualified and trained professionals to offer individualized, fast and friendly assistance in one convenient location.

WHY
STU Bobcat Enrollment Center?

Because it's a quick, efficient and effective way to handle everyday student transactions...one source, one stop.

By consolidating and integrating everyday student accounts, student records and financial aid services, St. Thomas is able to offer you, the student, the personal attention you deserve without going from office to office.

WHAT
can I expect when I visit STU Bobcat Enrollment Center?

You can expect to be assisted by experienced Enrollment Service Specialists who will help you register, figure out your financial aid and manage your student accounts.

SERVICES
offered at STU Bobcat Enrollment Center

Financial Aid
- ✓ Assistance in completing Financial Aid forms
- ✓ Collection of documents required to process files selected for verification
- ✓ Check financial aid status and advise students on their missing documents

Student Records
- ✓ Assistance with web and in person registration
- ✓ Collection of all Academic forms
- ✓ Provide students with their Academic Evaluation Reports and class schedules
- ✓ Record Release (FERPA)
- ✓ Student's profile updates

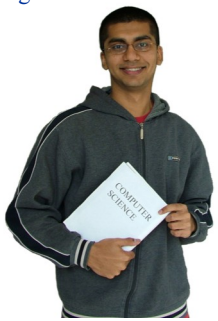
Student Accounts
- ✓ Advise students of their account status
- ✓ Advise students on how to set up a payment plan
- ✓ Florida Pre-Paid College Program
- ✓ Gift Cards
- ✓ Manage your student accounts
- ✓ Collect payments such as tuition, parking citations, ID Cards, etc…

Online Services
- ✓ Direct Deposit Forms
- ✓ FT-1 Request Form (for Teachers only)
- ✓ Invoice/Tuition Payment Receipt Request
- ✓ Return to Lender Form
- ✓ Student Health Insurance (Enroll/Waive)
- ✓ Student Refund Stop-Payment & Reissue Request
- ✓ Tuition Payment Plan
- ✓ Complete all Financial Aid forms
- ✓ Make a payment
- ✓ Make an appointment to see an Enrollment Service Specialist
- ✓ Parking Application
- ✓ Retrieve Username / PIN Number
- ✓ Registration
- ✓ Obtain a copy of your official and unofficial transcripts
- ✓ Request an Enrollment Verification
- ✓ Update your contact information

Other Services
- ✓ Campus ID's
- ✓ Computer Kiosks
- ✓ Tuition & Fees information

STU Bobcat Enrollment Center
… Online and Downloadable Forms

Financial Aid Forms
FAFSA
Stafford Loan Request Forms
Graduate PLUS Loan Request Forms
Parent PLUS Loan Request Forms
Work-Study Waiting List Form
Verification Worksheet Forms
IRS Transcript Request Form
PERKINS Loan Form
Satisfactory Academic Progress (SAP) Appeal Form
Stafford / PERKINS Loan Exit Counseling Interviews



Academic Forms
Certificate/Degree Applications
Change of Catalog Year
Course Substitution Request
Course Withdrawal (Drop) Form
Diploma/Certificate Clearance
Directory Information Exclusion Form
Independent Study
In-School Deferment Request
Internship Application
Official Transcript Request Information
PIN Request
Record Release Form
Registration & Add Form
Student Withdrawal Form
Undergraduate Academic Forms
Graduate Academic Forms

Financial Affairs Forms
Credit Balance Hold Authorization Form
Florida Prepaid Transfer Authorization Form
Work-Study Agreement Form

International Students
Student Departure Notification Form
Reduced Course Load / Leave of Absence Authorization
SEVIS Registration Form