

Policy Number	308.001
Policy Title	

Methods of Payment:

1. Cash (Office Only), check*, money orders and credit cards (MasterCard, Visa, Discover, American Express)
2. Financial aid that meets or exceeds semester charges
3. 529 College Savings Plan Payments
4. International Payment Options: Flywire or Wire Transfers
5. Payment plans (per semester fee required)

*Note: If a check/e-Check is returned due to insufficient funds, a \$25 returned check fee will be assessed.

Payment plans are available at the beginning of each semester. Students enrolled in a payment plan are required to set up recurring billing which will automatically draft a banking institution or card for the required monthly payments. Missed payments or returned payments due to insufficient funds must be brought current immediately. Delinquent payments will result in the termination of the payment plan agreement.

Credit Balance

A credit balance eligible for a refund occurs when all applicable charges and credits have been posted to the account, and the student's eligibility for such funds has been reviewed, confirmed, or adjusted based on current eligibility, enrollment, or any other applicable conditions. Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have been disbursed to the account.

Eligible students with a credit balance will receive a refund within fourteen (14) calendar days from the date of disbursement.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been paid in full, and payments exceed the applicable charges.

Student Billing

Bills are calculated based on courses for which students are registered. Students are responsible for dropping a class before the end of the add/drop date. Students who fail to drop a class prior to the set drop date will be responsible for the tuition amount based on the [Student Tuition and Fee Refund Policy](#). Should the student add, drop, or change a course prior to the official drop or add date, the balance will be adjusted as necessary.

Students are responsible for making sure tuition and fees are paid and that all necessary forms have been processed through financial aid. This includes providing requested information and following up on financial aid status to ensure timely delivery of aid. Students who do not secure financial aid before the payment due date will need to enroll in a payment plan or pay the balance in full at the beginning of the semester. Students who enroll in payment plans are required to continue making payments until cleared through the Financial Aid Department. Once financial aid has been processed, any overpayment or excess funds will be processed to the student within foelie

