



ANTIOCH
COLLEGE

Policy #2.02

Policy Type: Finance and Management Policies and Procedures

Policy/Procedure Title: Student Billing Policy

Governing Body: Finance Department

Date of Current Revision or Creation: Effective 10/1/2017

Title: Student Billing Policy

The Billing Process

- Antioch College's billing policy is to provide timely and accurate billing information as well as effective payment options to our students. The following is a summary of the billing process at Antioch College. This process is designed to ensure notification to all students concerning their billing responsibilities that occur each term of the academic year.
- Each student is responsible for their student account; not the person paying on the bill. The student may access their billing statement through the student portal in ACCESS, which is the student information system at Antioch College.
- **Failure to receive a statement is not an acceptable excuse for not meeting a payment deadline.** If a student is not able to view his/her statement by the start of each term, but is expecting one, he/she should call the Finance Department at 937-319-6172.
- Students must provide the correct mailing address for billing information for cases when additional information may need to be provided via US Mail. Monthly student bills are available via the ACCESS student portal once students have completed registration for the upcoming term and billing statements have been processed. Students will receive an email from the finance department when their bills are ready each term.
- If someone else is expected to pay a student's bills, it is the student's responsibility to ensure that party receives the appropriate information. If the student would like the finance department to be able to communicate with anyone other than themselves, they must have a signed FERPA form on file.

When and Where to Remit Payment

- All balances must be paid prior to the first day of class each term or payment arrangements must be set-up and approved in writing. Payments may be made by cash, check, money order, credit card in person, via the ACCESS student portal, by phone or by mailing the payment to:

Antioch College
Attn: Finance Department, McGregor Hall, 2nd Floor
One Morgan Place
Yellow Springs, Ohio 45387

- **Effective October 1, 2017**, a credit card processing fee of approximately 3% will be charged to the card holder for all credit card payments.

Deferred Payment Plan

- Payment plans are available as an alternative option to ensure payment of your bill. Payment plans must be paid in three equal installments by the beginning of the months indicative of each term listed below:
 - Fall Term: October, November, & December
 - Winter Term: January, February, & March
 - Spring Term: April, May, & June
 - Summer Term: July, August, & September
- Students electing the payment plan will be assessed a \$25 processing fee per quarter which is due with the first installment.
- In addition, students may elect to have their net pay from an on-campus job transferred to their student account by completing the appropriate form which may be obtained in Human Resources or the Finance Department.

Late Payments

- Failure to send the full payment or to sign up for the payment plan option by the due date will result in an automatic deferred payment plan option and fee of \$25.00.
- In addition, if payments are more than five business days late from the agreed upon due date, students will be assessed a \$25.00 late fee. Late payment fees will not exceed \$100.00 per student per term.
- All accounts must be paid in full on the first day of the last month of each term, otherwise a HOLD will be placed on the student account and the student will not be permitted to register for future terms.
- In addition, transcripts, grades and narrative evaluations will not be issued to any student with an outstanding balance that does not have a payment plan set up. Students with outstanding balances at the end of each term will not be permitted to attend classes for the next term, receive grades, or participate in graduation ceremonies.

Leave of Absence/Refunds

- Please see the Curriculum Catalog for the refund policy. Students on a leave of absence will have to pay any prior balance due before they may return to classes.

Credit Balances

- Payment in excess of charges: The student's account will reflect a credit balance. This credit balance will remain on your account to be applied to future terms or you may request a refund through the Finance Department.
- Federal Student Aid (FSA): If all FSA funds credited to the student account exceed the total of tuition, fees, room & board and other eligible educational charges, a credit balance will be created. The student will automatically receive a refund check within 14 days of the overage being created if the overage is due solely to FSA funds.

Finance Department Contact Information

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