

BUSINESS OFFICE

BILLING INFORMATION AND PROCEDURES

BILLING

The Business Office mails to the student a statement for tuition, room and board, and fees each semester; therefore, students are responsible for having their correct address on file. Subsequent statements are issued for accounts with unpaid balances, any changes to the student account, and/or miscellaneous charges.

Students are expected to meet all financial obligations. *Partial payments to do not secure your classes.*

PAYMENT METHOD

The BALANCE DUE on your statement can be paid by one of the following methods:

- **FULL PAYMENT** by cash, check, money order or credit card.
 - ✓ The University accepts Visa, MasterCard, and Discover. Credit card payments may be made in person or telephone (614) 251-4550.
 - ✓ When paying by phone you will need:
 - 1) Credit card account number
 - 2) Expiration date of the card
 - 3) Cardholder's Name
 - 4) Student's ID#
 - 5) Dollar amount to be paid on the account
- **EMPLOYER REIMBURSEMENT** is a deferred method of payment offered to students whose employer will pay for their courses. **On or before the due date of your tuition**, you must furnish the ODU Business Office with both a:
 - ✓ **Signed authorization from your employer of your eligibility for tuition reimbursement.**
 - ✓ **\$150 deposit. This requirement must be met each semester you request the tuition to be deferred.**

There will be a 1.5% service charge on the amount deferred. Remember to use the Student ID# on all correspondence.

NELNET BUSINESS SOLUTIONS permits payment of tuition and room and board charges to be made in interest free monthly installments. The earlier students enroll in the program, the more likely the lowest payment option will be available. Go to www.ohiodominican.edu and click on CURRENT STUDENTS then click on the "e-Cashier" link to enroll on-line and to start monthly payments. A non-refundable enrollment fee is required to initiate a payment plan each semester.

UNPAID ACCOUNT POLICIES

- **IF NO PAYMENT ARRANGEMENTS** are made; student schedules may be administratively canceled.

- **REGISTRATION** for the upcoming semester will not be permitted if there is an unpaid balance on the student account or if a payment plan is delinquent.
- **HOLDS** will be placed on transcripts, diplomas and records of any kind for students with unpaid balances. The hold will not be removed until the student's account is paid-in-full.

ACCOUNT ASSISTANCE

Students who have a question about an item appearing on a statement or about the status of their student account may seek assistance by:

- ✓ Visiting the Business Office located in Erskine Hall, Room #133
- ✓ Calling the Business Office at (614) 251-4550
- ✓ Sending an e-mail to busoffice@ohiodominican.edu

REFUND POLICY FOR CREDIT BALANCES

If your Financial Aid creates a credit balance on your student account, a refund check will be available on the Tuesday approximately two weeks after the start of classes. The refund check will be made payable to the STUDENT and will be available for pick up in Erskine Hall Room 133, after 1:00pm. If you need to make mailing arrangements for the refund, please email your request to the business office at busoffice@ohiodominican.edu

PARKING PERMIT REGISTRATION

All motor vehicles, including motorcycles, parked on campus must be registered with Public Safety.

Before registering your vehicle, you will need the following information:

- ✓ Your Ohio Dominican ID Number (7 digits)
- ✓ Current License Plate Number (Please omit spaces when entering) and vehicle description (make and model).
- ✓ Your address where you will reside during the academic year.

Register at: <http://www.ohiodominican.edu/Parking/>

You are responsible for your permit. You will be charged the full permit price for a replacement if needed, for any reason.

Permits for the 2013/14 academic year will be available beginning July 1, 2013 at the cost of \$100/full year, \$60/fall or spring only, and \$20/summer only.

LEAD students need not apply. LEAD students will obtain their permits in the LEAD Office.

QUESTIONS

Questions related to billing and payment methods should be directed to the Business Office at (614) 251-4550 or email busoffice@ohiodominican.edu.