Instructions for Completing Paperwork

Thank you for taking the time to complete the on-line financial tutorial. Please print the following pages and fax your signed packet to the Business Office at 614-251-4456. If you have any questions while completing the paperwork, please contact the Business Office at 614-251-7645, Monday – Thursday 8:30 a.m. to 5:00 p.m. or Friday 8:00 a.m. to 4:00 p.m.

Based upon the financial plan you have chosen, please complete and submit the following pages:

Financial Option 1
- Cash Plan:
  - Student Financial Agreement
  - Accounting Policies
Student Financial Agreement

Student Name___________________________________________ Home Number __________________________________
Address________________________________________________ Work number____________________________________
________________________________________________ Cell number_____________________________________
Email Address___________________________________________ Alternate E-mail________________________________

Which program are you entering:

- [ ] Undergraduate Program
- [ ] Graduate Program

Please select a primary financial option. A secondary option is required if the primary option selected does not cover 100% of tuition and fees.

<table>
<thead>
<tr>
<th>Primary</th>
<th>Secondary</th>
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<tbody>
<tr>
<td></td>
<td>Cash Plan: Paying 100% by cash. This includes tuition reimbursement or military monies that are paid directly to you. Payment must be submitted one week prior to the start of each course. Military benefits (i.e. Ch 33, Ch30, Voc Reb, etc) are considered to be part of the cash plan.</td>
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<td>Direct Bill Plan: An approved company tuition voucher must be received one week prior to the start of each course. Tuition and/or fees not covered by direct billing are due one week prior to the start of each course.</td>
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<td>Corporate Tuition Deferment Plan: Your company's tuition reimbursement policy must be on file in the business office. Payment is due within 31 days from the end of each course. Students will not apply, receive any form of Financial Aid Funds. Traditional courses are not deferred.</td>
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<tr>
<td></td>
<td>Financial Aid Plan: Direct Loans, Federal Pell Grants, and State Grants are available for eligible students. A completed FAFSA, ENI, and MPN must be on file to receive financial aid. Students must pay tuition and/or fees not covered by financial aid one week prior to the start of each course.</td>
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   - Attention Financial Aid Recipients Sheet needs signed
   - Authorization to Apply Federal Student Aid Form needs completed

I agree to pay Ohio Dominican University in accordance with the Financial Option Plan that I have selected. I understand that I am financially responsible for all charges rendered to me by Ohio Dominican University. Failure to comply with my financial agreement may result in the holding of my official transcripts, administrative withdrawal, or referral to an external collection agency, which may result in an unfavorable credit reference.

I agree to notify Ohio Dominican University of any changes to my address and phone number. I also agree that my participation in this financial option is voluntary, and the terms and conditions of payment are not contingent upon such events as receipt of a grade, invoice, statement, or reimbursement by my employer or qualifying for financial aid. All prices and fees are subject to change without notice. All late payments are subject to a late fee. Any refunds will be made in the manner in which payment was received.

I acknowledge that I have completed the financial tutorial and have read and fully understand the information listed above.

Student Signature ________________________________________ Date ___________________________

Ohio Dominican University Representative: _______________________________ Date ___________________________
Accepted Forms of Payment
Cash, Check, Money Order, or Credit Card (Visa, Mastercard, and Discover).

Refund Policy
Application and technology fees are non-refundable. The following is the refund policy for tuition only: If you attend 0 nights of class you will receive a 100% refund. If you attend the 1st night of class you will receive an 80% refund. If you attend the 2nd night of class you will not receive a refund.

Changing Financial Options
In order to change your primary financial plan, you must contact the Ohio Dominican University Adult & Continuing – Ed office and complete new financial paperwork. All changes must be approved by Ohio Dominican University prior to becoming effective. When choosing a new financial plan, it is recommended that you review the financial tutorial.

NSF Check Fees
All returned checks will be assessed a $15.00 returned check fee.

Traditional Courses
Traditional Courses are NOT deferred and may not be covered by Financial Aid.

Student Refunds
Refunds are processed within 14 business days from the time aid is posted to the account. Your refund check will be mailed to your home address on file with the Business Office if you have not signed up for Direct Deposit.

Transcripts and Graduation Requirements
Balance must be paid in full to receive transcripts or diploma. For deferment students, the last two courses may not qualify for deferred payment to meet the graduation requirements. Graduation fee of $150 will be added to the student account upon applying to graduate.

Collection Fees
Any student whose account is sent to an external collection agency will be responsible for all fees associated with the collection agency.

Withdrawals
When a student’s account becomes delinquent, the student will receive a notice of possible administrative withdrawal. If the student fails to get his or her account paid and up-to-date, the student will be administratively withdrawn from the program. For financial aid students, a return of funds calculation of financial aid funds occurs upon withdrawal, which may cause an additional balance due to Ohio Dominican University. Once the student is withdrawn from the program, he or she will have approximately 30 days to pay the outstanding balance before being referred to a collection agency. Students whose accounts are sent to collections will be responsible for all fees associated with the collections process.

If you wish to withdraw from the University, you must complete an official withdrawal form. Upon receipt of the official withdrawal form, the University will audit your account, cancel any financial aid in process, and process any refunds or collect payment for any outstanding balance.

Note: Withdrawal from a course or changing your academic calendar may reduce or eliminate your financial aid award. Please consult with your financial aid counselor prior to withdrawing from a course.

Contact Approval
I agree, in order for ODU or its contractors to provide services and/or to collect any amounts I may owe, I may be contacted by telephone at any telephone number associated with my account, including wireless telephone numbers which could result in charges to me. I can also be contacted using text messages or e-mails, using any e-mail addresses I have provided. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

I acknowledge that I have completed the financial tutorial and have read and fully understand the information listed above.

Student Signature ___________________________________________ Date ___________________________

Print Student’s Name ____________________________________________________________________________________________