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 4
  • Financial Aid Plan:
    o Student Financial Agreement
    o Business Office Policies
    o Attention Financial Aid Recipients
    o Authorization to Apply Federal Student Aid
    o FAFSA confirmation page
    o ENI confirmation page
    o MPN confirmation page
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.

Primary  Secondary

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.

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.

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.

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.
  • 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 ____________________________________________________________________________
Reminders

- Changes in your schedule or program may affect your financial aid. This includes grant and loan disbursements and future eligibility.
- Financial aid should be used for educational expenses only.
- A break in attendance of more than 29 days requires an approved Leave Of Absence that is requested in accordance with university policy.
- You must maintain good academic standing to receive aid that has been awarded. Failing a course will delay pending disbursements.
- Financial aid funds are awarded for an entire academic year. They are applied to your account in two disbursements. If you do not meet the attendance/academic requirements for the academic year, funds may be returned, which may result in a balance due to Ohio Dominican University.
- Additional information may be required to process your award. Please respond to requests for additional documentation in a prompt manner in order to process your aid.
- You will need to complete a new FAFSA every year. You will not receive Title IV funds for your next academic year until a new FAFSA is completed and processed. You will not be able to continue to your next academic year if your financial aid status is not satisfactory.

Award Year

- An award year consists of a minimum of 24 credit hours and 30 weeks for undergraduate students, and 24 credit hours and 48 weeks for graduate students.
- Students must complete all credit hours and weeks of attendance before they are eligible to receive additional funding for the next award year.
- An award year will be extended when there are failed, overlapped, doubled-up or dropped courses, delaying future aid eligibility.

Loan Disbursements

- Attendance is required and must be verified for the disbursement of loan funds.
- Loan funds will NOT be available for purchase of books for the first two courses in the student’s calendar.
- Loan funds will be disbursed in two disbursements. The second disbursement will not occur until one half the credits (can vary from 12-15 credits) and the weeks in the award period have been successfully completed.

By signing this form, the student acknowledges that he or she has read and fully understand the above information.

Printed Name __________________________ Signature __________________________ Date __________________________
Information

Students who receive Title IV funds (Pell, SEOG, PLUS, ACG, SMART, TEACH, Perkins and Direct loans) as part of their financial aid package are required to complete a Title IV Authorization form. This authorization form will instruct Ohio Dominican University on how to hold excess Title IV funds on your behalf as a credit balance and to apply those funds to your student account.

Excess Title IV funds are created when the total amount of Title IV funds posted to your student account exceeds current charges. Current charges include tuition, student fees, and room and board (if you contract with the college for room and board). However, students can but are not required to authorize Ohio Dominican University

1) to hold any credit balance consisting of these excess Title IV funds and

2) to apply these credit balances and any Title IV funds in excess of current charges to other outstanding educationally-related charges such as technology fees, parking fees, library fines, and graduation fees. Title IV funds may be applied to educationally-related fees for the current award year or loan period and may also be applied up to $200 of Title IV funds for similar charges from the prior award year.

Your authorization will not prevent you from requesting a refund of either your excess Title IV funds or any other eligible credit balance on your student account during your enrollment at Ohio Dominican University. If you have any questions regarding this authorization, contact the Ohio Dominican University Business Office by telephone at 614-251-7645.

Title IV Federal Student Aid Authorization Statement

Checking the “Yes” box will have the following effect:

- To enable Ohio Dominican University to hold credit balances and apply excess Title IV funds to future tuition and fees for the current award year or loan period you should select "Yes" to the first statement below.
- To allow Ohio Dominican University to hold credit balances and apply excess Title IV to other outstanding educationally-related charges you should select “Yes” to the second statement.
- To allow Ohio Dominican University to hold credit balances and apply excess Title IV funds to apply to prior year educationally-related charges up to $200 you should select “Yes” to the third statement.

Checking the “No” box or failing to return this form will have the following effect:

- If you select “No” to the first statement your future courses must be paid by the due date of all future courses and fees, generally one week prior to the start date.
- If you select “No” to the second statement all other educationally-related charges as defined above will be your responsibility.
- If you select “No” to the third statement any other educationally-related charges from the prior year will be your responsibility.
- If you do not complete the Authorization Statements below, Title IV funds in excess of your current charges will be refunded directly to you. All outstanding educationally-related and future tuition and fee charges will remain your responsibility.

YOUR AUTHORIZATION STATEMENTS

I authorize Ohio Dominican University to hold any excess Title IV funds on my account as a credit balance and to apply those funds to future tuition and fees, unless I request a refund from my account in writing.

☐ Yes  ☐ No

I authorize Ohio Dominican University to hold any excess Title IV funds on my account as a credit balance and to apply those funds and any Title IV funds to all other outstanding educationally-related charges that have been or will be charged to my student account by the College during the current award year or loan period.

☐ Yes  ☐ No

I authorize Ohio Dominican University to hold any excess Title IV funds on my account as a credit balance and to apply those funds and any Title IV funds to outstanding educationally-related charges that have been charged to my student account by the College for the prior award year not to exceed $200.

☐ Yes  ☐ No

Your authorizations will remain in effect for the entire period that you are enrolled at Ohio Dominican University; however these authorizations can be modified or cancelled at any time. To modify or cancel these authorizations you must contact the Ohio Dominican University Business Office and complete new financial tutorial paperwork found on-line. Any modification or cancellation is effective on the date the Ohio Dominican University Business Office receives the notice of modification or cancellation. However, notwithstanding any authorization you provide, any remaining Title IV credit balance will be distributed at the end of each loan period or the last payment period in the award year for which the funds were awarded. All other Title IV funds will be applied to the account in accordance with Title IV regulations. In addition, funds will be distributed within the required timeframe upon rescission, in writing, of this authorization.

Printed Name: ___________________________________________

Last 4 digits of your Social Security Number: ____________________

Signature: _______________________________________________

Date: ___________________