

BUSINESS OFFICE

BILLING INFORMATION AND PROCEDURES

BILLING

Student billing statements will be made available online for tuition, room/board, and fees each semester; therefore, students are responsible for logging on to the online Student Account Suite to view statements. Subsequent monthly statements are issued for accounts with unpaid balances. You will receive an email to your ODU email address and a text alert (if you have signed up) each time a new billing statement is available to view.

- 1) Visit <http://www.ohiodominican.edu/BillPay/> and log in to ODU Online with your ODU email and password.
- 2) Select "Pay my bill" (under Financial Information).
- 3) On the home page click the link in blue under "Statements" to view your latest bill.
- 4) Or click the "eBills" tab to select the statement you'd like to view or print from the drop down list.
- 5) Sign up for text alerts in the Communications section of the "My Profile" tab.

PAYMENT METHODS

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

ONLINE

- ✓ Credit/Debit card payments are accepted for tuition, room/board, and fees with Visa, MasterCard, Discover, and American Express. A 2.75% service fee will be charged by PayPath our third party vendor who accepts these payments on ODU's behalf.
Information you will need:
 - 1) Name on the card
 - 2) Card account number
 - 3) Expiration date
 - 4) 3 digit security code on the back of card
 - 5) Billing address
 - 6) Email address
- ✓ Electronic Check. Payments made online with checking and savings accounts are accepted without a service fee.
Information you will need:
 - 1) Bank routing number
 - 2) Bank account number
 - 3) Billing address

Students can make payments online and also have the option to set up Authorized Users to make online payments on their behalf.

IN PERSON

- ✓ Cash, Check, and Money Order payments are accepted in person at the Business Office counter in Erskine Hall Room 133.

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.

TUITION PAYMENT PLAN

The plan permits payment of tuition and room/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. Enrollment is done online by logging into ODU Online. Select the "Tuition Payment Plan" link under Financial Information. A non-refundable \$60.00 enrollment fee is required. Tuition Payment Plans are valid for the current semester only. New enrollment is required 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.

REFUND POLICY FOR CREDIT BALANCES

If your Financial Aid creates a credit balance on your student account, a refund check will be available 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 10:00am. If you need to make mailing arrangements for the refund contact the Business Office at busoffice@ohiodominican.edu.

You may also elect to have your refund direct deposited into a checking or savings account by logging on to your account through the "Pay My Bill" link and selecting the "eRefunds" tab. You will need to enter a valid bank Routing and Account number. If you receive any Federal Title IV financial aid funds which includes, but is not limited to Direct Loans, Perkins Loans, Supplemental Education Opportunity Grants, and PELL Grants, a Title IV Authorization form must be on file BEFORE a refund can be direct deposited. If you do not have the completed form on file a paper check will be processed. The form can be completed online at the following link: <https://ohiodominican.formstack.com/forms/titleiv>

PARKING PERMIT REGISTRATION

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

Register at: <http://www.ohiodominican.edu/Parking/> with the following information:

- ✓ Your 7 digit Ohio Dominican ID number.
- ✓ Current License Plate Number (Please omit spaces) and vehicle description (make, model, year, and color).
- ✓ Address where you will reside during the academic year.

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 2015/16 academic year will be available beginning July 1, 2015 at the cost of \$110/full year, \$75/fall or spring only, and \$35/summer only.

QUESTIONS

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