

# PAYMENT POLICIES

## Bannockburn Payment Policies

Each semester students are expected to make payment in full or enroll in a payment plan by the first day of the semester. Unpaid balances will also incur a 1% deferment fee on the last working day of each month.

To view your current student account information, you may view the links listed below under "My Student Information ([https://my.tiu.edu/ICS/Student\\_Finances/Bill\\_Payment.jnz?portlet=My\\_Account\\_Balances&screen=Main+View&screenType=change](https://my.tiu.edu/ICS/Student_Finances/Bill_Payment.jnz?portlet=My_Account_Balances&screen=Main+View&screenType=change))" found by signing in at my.tiu.edu (<http://catalog.tiu.edu/university/finances/payment-policies/my.tiu.edu>).

- **Student Statement:** The Student statement is a snapshot of the activity on your student account. The statement will update as payment(s) are received. Please click here to see the statement activity online ([https://my.tiu.edu/ICS/Student\\_Finances/Bill\\_Payment.jnz?portlet=My\\_Account\\_Balances&screen=Main+View&screenType=change](https://my.tiu.edu/ICS/Student_Finances/Bill_Payment.jnz?portlet=My_Account_Balances&screen=Main+View&screenType=change)).
- **Course and Fee Statement:** A Course and Fee Statement shows semester course registration, estimated charges, and estimated financial aid, if applicable. Please note that financial aid will not be *applied* until the start of each semester. Once the semester starts it's important to view balance due on the payment portal ([https://my.tiu.edu/ICS/Student\\_Finances/Bill\\_Payment.jnz?portlet=My\\_Account\\_Balances&screen=Main+View&screenType=change](https://my.tiu.edu/ICS/Student_Finances/Bill_Payment.jnz?portlet=My_Account_Balances&screen=Main+View&screenType=change)).

Complete information on how to finalize payment can be found at [www.tiu.edu/accounting](http://www.tiu.edu/accounting) (<http://www.tiu.edu/accounting/>).

### Trinity Alternative Payment Plan (TAPP)

The TAPP allows students to divide total semester costs into installments by enrolling in a four- or five-month payment plan. There is no enrollment fee for the monthly payment plan. A \$50 Late Fine is charged for any payment received more than five days past the due date. A TAPP is not successfully established until both the first payment and the signed payment plan form (<http://www.tiu.edu/accounting/>) have been received by the Bursar Office/Student Accounts on or before the appropriate due date (see below).

TAPP Payment Dates

#### Fall Semester

|          |  |
|----------|--|
| 5 Months | July 15, Aug. 15, Sept. 15, Oct. 15, Nov. 15 |
| 4 Months | Aug. 15, Sept. 15, Oct. 15, Nov. 15          |

#### Spring Semester

|          |   |
|----------|---|
| 5 Months | Dec. 15, Jan. 15, Feb. 15, Mar. 15, Apr. 15 |
| 4 Months | Jan. 15, Feb. 15, Mar. 15, Apr. 15          |

### May Term and Summer Session

Summer courses will bill at the beginning of the summer term. Payment arrangements are expected by the first day of the summer term.

### Summer Payment Options:

**Pay in full.** Pay in full at the beginning of the summer term for all courses which you have registered. Payments can be made on the student dashboard: [www.my.tiu.edu](http://www.my.tiu.edu) (<https://my.tiu.edu/ICS/dashboard/>)

**Obtain financial aid.** Limited financial aid is available in the summer term for those that qualify. Please view our website for possible options:

Trinity College (<http://www.tiu.edu/summer/>)

TEDS (<http://divinity.tiu.edu/summer-courses/>)

**Note:** Unpaid summer balances will incur a 1% deferment fee at the end of each month beginning in June and may result in a Fall semester registration hold. Please note that Fall semester financial aid will not be released until a summer balance is paid in full.

Summer courses, such as an independent study, distance education, guided research or internship follow the full-semester refund policy for withdrawals and dropped courses.

## General Policies

### Accepted Forms of Payment

The university accepts cash, check, money order (via mail or in person) and debit cards, Visa, Mastercard, American Express and Discover credit cards (using our online payment form at [www.tiu.edu/accounting](http://www.tiu.edu/accounting) (<http://www.tiu.edu/accounting/>)) Please note that a \$25 fee is charged for any check returned by the bank due to non-sufficient funds, a closed account, a stopped payment, or any other reason as listed by the bank.

**Card Convenience Fee:** All payments made with a card will require a nonrefundable convenience fee of 2% per each transaction.

### Credit Balance

A Title IV aid credit balance is created when the amount of Title IV aid (Federal Pell grant, SEOG, Federal Perkins loans, Federal direct loans, and/or PLUS loans) on a student's account is greater than the amount of charges assessed to the student's account (Tuition, Fees, Room, Board, up to \$200 of prior year balance and/or other educationally-related expenses). Trinity will automatically issue a refund check for the credit amount on a student's account unless the student submits the Title IV Authorization Statement ([https://tiu\\_forms.formstack.com/forms/title\\_iv\\_authorization\\_form/](https://tiu_forms.formstack.com/forms/title_iv_authorization_form/)), which authorizes us to hold the Title IV credit balance on the student account. Authorization notwithstanding, any remaining credit balance will be sent to the student (or Parent if PLUS loan funds) no later than the end of the final Payment Period for each academic year. If a student authorizes Trinity to hold the excess Title IV funds on his/her Student Account and would like to request the funds in a check before the end of the academic year, he/she may do so by submitting a Student Account Refund Request. ([https://tiu\\_forms.formstack.com/forms/student\\_account\\_refund\\_request/](https://tiu_forms.formstack.com/forms/student_account_refund_request/))

### Student Contact Information

It is the student's responsibility to update address, phone, and e-mail information to ensure that notices are received in a timely manner. The student is responsible for any fines or fees assessed if updated information is not given to Student Accounting.

### **University Email Messaging**

All Trinity offices use student's TIU email account for notification of important information and deadlines. It is the student's responsibility to check TIU e-mail on a regular basis.

### **Outstanding Balances**

Any students not participating in the traditional TAPP will receive a deferment fee of 1% per month on any outstanding balance. This includes students who are waiting on financial aid such as scholarships, grants, or loans. Deferment fees are charged on the last working day of each month.

The current semester's bill must be paid in full or be up to date on a traditional TAPP to register for the next semester. All balances owed to the institution must be paid in full prior to the release of official transcripts or a diploma.

After a semester ends, balances that are not taken care of are sent to our third party biller, which if not resolved, would resolve in reporting outstanding balance to the credit bureau.

### **International Students**

An international student is required to pay their first semester balance in full prior to the University Issuing I-20 information for travel. The payment received must be in full for tuition, fees, and housing. International students will be required to pay in full for each subsequent semester prior to registration. Any international student who changes their admission decision after a payment has been submitted will receive a full refund from the university of all funds paid.

### **Bursar/Business Office Hours and Contact Information**

Monday-Friday, from 8:30 a.m. to 4:00 p.m. CST.

Email: [bursar@tiu.edu](mailto:bursar@tiu.edu)

Phone: 847-317-8080

The university reserves the right to modify all financial policies without notice.

## Trinity International University - Florida Payment Policies

All students are expected to pay their bill in full or to arrange a payment plan on or before registration day. Payment arrangements must be made no later than two weeks after the beginning of each semester. A \$250 fine is assessed to registered students who have not paid-in-full or enrolled in a payment plan with the Student Accounting Office.

### Trinity Alternative Payment Plan (TAPP)

The TAPP allows students to divide total semester costs into installments by enrolling in a payment plan. Your monthly payment plan can be figured by dividing the estimated semester balance by the number of months (3, 4, or 5 months) left in the semester. The first payment must be made at registration, and subsequent payments must be made on the first of each month thereafter through the semester. A \$45 late fee will be charged for any payment received more than ten days late. We reserve the right to limit a TAPP offering based on payment history.

### Summer Session - TGS

Payments for summer session are due on or before the first day of each class. Students not making payment in full will be dropped from their summer course(s). This policy is unique to the summer session. Extended payment plans are not an option during the summer session.

If possible, students should drop summer course(s) before the first day of class, thus opening up space for any students waiting to enroll in the course. Summer courses, such as distance education, guided research, internships, or reading courses must be paid in full by June 30. This type of coursework follows the full-semester refund policy for withdrawals and dropped courses

### Employer Reimbursement

If a student's employer provides tuition reimbursement, contact the Business Office for the "Employer Reimbursement Form." Two methods of payment are acceptable for employer reimbursement:

- (1) Employer to Student. If the employer agrees to pay the student directly, the student must establish a payment plan with the university and pay monthly.
- (2) Employer to the University. If the employer agrees to make payments directly to the University, the following guidelines apply:
  - A letter of verification from your employer stating the company's policy and terms after each course reimbursement must be submitted prior to beginning classes.
  - A tuition reimbursement invoice will be sent to the student or employer after each course is completed. It will include the following information: student's name, ID number, course title, amount of tuition, and any applicable fees. Grades will be obtained from the Records Office. The student is responsible for submitting the invoice to the employer and seeing that payment is made to Trinity. Checks should be made payable to "Trinity International University."
  - The student will be billed for tuition at the beginning of the semester. The 1% monthly deferment fee will not be charged. Instead, a \$100 Tuition Reimbursement Fee will be added to the student's account each semester at the time of registration to cover all deferment charges during the semester. The fee may be waived if the amount is paid in full within thirty days of the beginning of the semester.

## General Policies

### Accepted Forms of Payment

The university accepts cash, check, money order, debit card, MasterCard, Visa, America Express and Discover. Please note that a \$40 fee is charged for any check returned by the bank due to non-sufficient funds, a closed account, a stopped payment, or any other reason as listed by the bank.

Students with two returned checks in a given semester will be required to pay by cash or certified check the following semester, after which the restricted payment method will be cleared. The current semester's bill must be paid in full by the end of the semester.

### Credit Balance

A Title IV aid credit balance is created when the amount of Title IV aid (Federal Pell grant, SEOG, Federal Perkins loans, Federal direct loans, and/or PLUS loans) on a student's account is greater than the amount of charges assessed to the student's account (Tuition, Fees, Room, Board, up to \$200 of prior year balance and/or other educationally-related expenses). Trinity will automatically issue a refund check within 14 days after the aid posting date for the credit amount on a student's account unless a student requests otherwise in writing. Note: On the first week of every month, any credit pending will be audited for proper request.

On the occurrence of a credit is created due to a course drop or withdrawal, a refund check will be requested to the student or a return of funds to the lender within 30 days due to the necessary adjustment that needs to be in place from various departments.

### Student Contact Information

It is the student's responsibility to update address, phone, and e-mail information to insure that notices are received in a timely manner. The student is responsible for any fines or fees assessed if updated information is not given to the Student Accounting Office.

### University Email Messaging

All Trinity offices use student's TIU email account for notification of important information and deadlines. It is the student's responsibility to check TIU e-mail on a regular basis.

### Outstanding Balances

Any students not participating in the traditional TAPP will receive a deferment fee of 1% per month on any outstanding balance. This includes students who are waiting on financial aid such as scholarship, grants, or loans. Deferment fees are charged on the last working day of each month.

The current semester's bill must be paid in full or be up to date on a traditional TAPP to register for the next semester. All balances owed to the institution must be paid in full prior to the release of official transcripts or a diploma.

### Student Financial Services Office Hours and Contact Information

Monday-Friday, from 8:30 a.m. to 4:30 p.m. EST

Phone: 954-382-6573

The university reserves the right to modify all financial policies without notice.

## Trinity Law School Payment Policies

Tuition, fees, and charges are to be paid in full before the first day of classes each semester, including tuition for repeated courses. During registration, students are required to select how they will pay for their financial obligations. Options include student loans, employer benefits, VOC Rehab benefits, pay in full out-of-pocket or payment plan out-of-pocket (3 equal monthly installments with the first 33% paid at the time of registration) Only students in the JD program can elect a payment plan, MLS students paying out of pocket must have the course paid in full by the end of the first week of class.

Students have access to their current account balance through the TLSOnline Student Portal.

Student Account Balance email notifications are sent out on the 1<sup>st</sup> and 15<sup>th</sup> of every month.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## General Policies

### Credit Balance

Trinity Law School will resolve eligible credit balances in student accounts as promptly as possible, in compliance with all applicable regulations. Students in the JD and Flex programs will receive their Direct Loan credit refund during the first week of the term. Students enrolled in the MLS program will receive their credit refunds after the census date for the term has passed. In some cases credit balances may be refunded at a later date, but will still be provided during the term which the credit balance was created.

Dates of credit refunds will be posted annually in the TLSOnline portal. There are pre-set 'official' refund release dates every semester. Trinity Law School takes the highest priority to ensure that credit refunds are issued on or before the official release dates.

Trinity Law School provides credits to students through direct deposit. It is the student's responsibility to ensure that Direct Deposit information is up to date by contacting the financial aid office at [tlsfinaid@tiu.edu](mailto:tlsfinaid@tiu.edu) with any request to update account information.

### Outstanding Balances

Students not bringing their account balance to zero before the first day of classes each semester will be charged a deferment fee of 1% per month for any outstanding balance on their student account. Deferment fees are assessed on the 20th day of each month. Any fee or charge that a student bills to their account is due immediately and is subject to the deferment fee policy.

Students who elect to pay for their financial obligations by procuring student loans but fail to finalize their loan by the third week of the semester are subject to a \$200 non-refundable Failure to Finalize Payment Arrangements Fine.

All students who carry an unpaid balance must pay the balance before they may register for a subsequent term. No diploma or official transcripts shall be provided to a student until satisfactory payment is made for all school obligations.

## Financial Aid and Business Services Office Hours and Contact Information

Monday-Friday, from 9:00 a.m. to 5:00 p.m., PST

Email: [tlsfinaid@tiu.edu](mailto:tlsfinaid@tiu.edu)

Phone: 714-796-7120

The university reserves the right to modify all financial policies without notice.