

# PAYMENT POLICIES

## TEDS/TC 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 (<https://my.tiu.edu/ics/>).

- **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, viewing the balance due on the payment portal is important.

Complete information on finalizing payment can be found on the website under Student Account Information (<https://www.tiu.edu/student-billing-account-information/>).

## Trinity Alternative Payment Plan (TAPP)

The TAPP allows students to divide total semester costs into installments by enrolling in a monthly payment plan. There is no enrollment fee for the monthly payment plan. There is a minimum \$100 deposit that goes towards the student account charges for the semester. 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 enrollment deposit and the signed payment plan form (<https://www.tiu.edu/student-billing-account-information/>) have been received by the Bursar Office/Student Accounts on or before 5 business days prior to the first day of the month.

TAPP Payment Dates

### Fall Semester

5 Months	Aug. 1, Sept. 1, Oct. 1, Nov. 1, Dec. 1
4 Months	Sept. 1, Oct. 1, Nov. 1, Dec. 1
3 Months	Oct. 1, Nov. 1, Dec. 1
2 Months	Nov. 1, Dec. 1

### Spring Semester

5 Months	Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1
4 Months	Feb. 1, Mar. 1, Apr. 1, May 1
3 Months	Mar. 1, Apr. 1, May 1
2 Months	Apr. 1, May 1

## May Term and Summer Session

3 Months	June 1, July 1, Aug. 1
2 Months	July 1, Aug. 1

**Note:** 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) (<https://tiu-forms.formstack.com/forms/webpayment/>)). Please note that a \$25 fee is charged for any check returned by the bank due to insufficient 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 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 via ACH or 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 or ACH 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 students' TIU email accounts to notify them of important information and deadlines. It is the student's responsibility to check TIU e-mail regularly.

### 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 student account and campus housing (if applicable) must be paid in full, or if on a student account payment plan have completed two consecutive payments in order to register for the

next semester. All balances owed to the institution must be paid in full before official transcripts or a diploma are released unless the request falls under an exemption category outlined by the amended Student Debt Assistance Act (Illinois Public Act 103-0054, Sec.15 (<https://tracking.cirrusinsight.com/6e4ab5d2-cd57-49c9-89a6-c4a0a5171a2c/ilga-gov-legislation-publicacts-fulltext-asp/>)).

After a semester ends, balances greater than \$200 that are not taken care of are sent to our third-party biller, which, if not resolved, would result in reporting an outstanding balance to the credit bureau.

**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 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 program and Flex track 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.