

 <b>Methodist College</b> <b>UnityPoint Health</b>	Page # 1 of 1	Policy #: S83
	Approval:  <i>Dr. Deborah P. Garrison</i>	Date: 06/2017 Review by: 8/2020
	Date Revised: 06/2017	
	Policy/Revision Submitted by: Barry Soffietti	
<b>SUBJECT: Tuition and Billing Policy</b>		

**I. POLICY:**

All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

- **Fall** tuition is due on or before the first day of class.
- **Spring** tuition is due on or before the first day of class.
- **Summer** tuition is due on or before the first day of class.

NOTE: Please be advised that if any of these dates fall on a holiday, the payment will be due on the following business day.

- **Fall tuition payment plans:** One-half of the tuition is due on or before the first day of class. One-quarter of the tuition is due on or before September 15. And the remaining quarter is due on or before October 15.
- **Spring tuition payment plans:** One-half of the tuition is due on or before the first day of class. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.
- **Summer tuition payment plans:** One-half of the tuition is due on or before the first day of class. One-quarter of the tuition is due on or before June 15. And the remaining quarter is due on or before July 15.

NOTE: If you are participating in any Payment Plan, there is a flat \$30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you will be automatically placed in the Payment Plan and charged the Payment Plan Deferment fee. Please also be aware that if any of these payments are not made on or before the payment dates set forth, the student will be charged a \$50 late fee per payment.

Students who fail to pay when due will not be able to register for the next semester until the outstanding balance is paid in full.

**Late Admits:**

Students are considered a late admit when they register for classes on or after July 29<sup>th</sup> for Fall and on or after January 1<sup>st</sup> for Spring.

**July 29<sup>th</sup> and January 1<sup>st</sup> payment plans:**

- **Fall tuition payment plans:** One-half of the tuition is due on or before August 15. One-quarter of the tuition is due on or before September 15. And the remaining quarter is due on or before October 15.
- **Spring tuition payment plans:** One-half of the tuition is due on or before January 17. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.

**After July 29<sup>th</sup> and January 1<sup>st</sup> payment plans:**

- **Fall tuition payment plans:** One-half of the tuition is due on or before September 1. One-quarter of the tuition is due on or before September 15. And the remaining quarter is due on or before October 15.
- **Spring tuition payment plans:** One-half of the tuition is due on or before February 1. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.

**Payments can only be made by the listed options:**

- 1) Check or cashier check made out to Methodist College
- 2) Credit card on the Methodist College web site (quick link-CAMS)