

General Information

All students are assigned a Madonna e-mail address (name@my.madonna.edu). This e-mail account will be used for all official University communication with you, including tuition due-date reminders.

No invoices/statements will be mailed. Due dates are listed in the current Course Schedule:

<http://cms.madonna.edu/pages/university-resources/student-services/course-schedule>

- To review and print your invoice: go to <https://register.madonna.edu/campusweb/login.asp>, log in with ID and PIN. Click on **My Profile** tab → **Official Statement**.
- You are responsible for printing your statement and providing it to whoever pays your tuition.

Registration Fees

You are charged a \$50 registration fee each semester. If you enroll the first week of school the registration fee is \$100. You are responsible for the registration fee even if you don't attend or drop your courses.

Tuition Payment Options

Students may select one of the following methods of payment:

1. **Cash** payments can be made on campus only.
2. **Credit Card** payments for tuition can be made online only

Madonna University accepts American Express and Discover and Master Card. Visa is not accepted.

Credit Card Service Fees

2.9% for payments from \$.01 to \$3,000

2.5% for payments \$3,000.01 and over

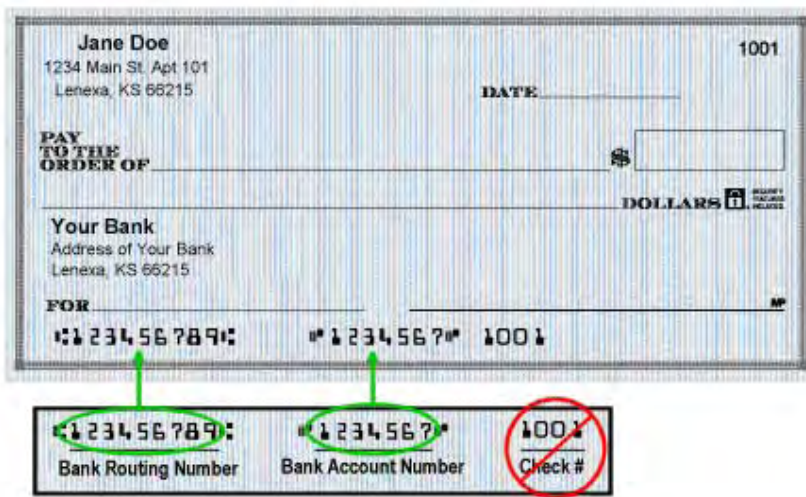
You may create a PIN for your parent/friend using CASHNet® SmartPay. With the parent/friend PIN and your ID number, the payment — either e-check or credit card — will be applied when the authorization process is completed. Once applied, the funds cannot be refunded without first applying to the Student Accounts Office.

3. **Third Party Vouchers/Authorizations** Vouchers or authorizations which permit the University to invoice a third party agency must be remitted as the chosen method of payment by the established due date as stated in the Schedule of Classes.

4. **Check or E-Check** There is no service fee for e-check payments. These payments are not a guarantee of payment until funds are withdrawn from your bank. You may mail checks, remit checks in person or place checks in the Drop-Off Box located outside the Student Accounts windows.

For e-check remittance, please be sure to enter all routing and account numbers accurately.

Please do not enter the check number.



If you use your Madonna One account for e-check payments, routing and account numbers are available at www.madonnaone.com, Quicklinks, Online Statements. When making a Madonna One e-check payment, be sure to process the transaction as a checking account not a savings account. All returned checks are subject to a \$25 returned-check fee.

5. Financial Aid

If financial aid is your payment method, your financial aid file must be complete one month before the start of each semester. This includes a signed award letter in your file. Otherwise, you may be required to remit payment out-of-pocket until your file is complete. If requesting loans, a completed loan application must be on file in the Financial Aid Department. Otherwise, you are required to use another payment method by the due date.

Tuition Payment Plans:

The payment plan available to you depends on how early you register and the number of semester hours you take.

Students who want to participate in the three- or four-payment plan must contact Student Accounts at 734-432-5600 to complete a contract each semester.

One-Payment Plan

Full payment of tuition and fees is due two weeks before the semester starts. If full payment is not made by this date, you are placed on the two-payment plan. (See the Schedule of Classes for exact dates.)

Two-Payment Plan: Deferred Fee Applies

The first of two equal payments of your tuition and fees is due two weeks before the semester starts. The remaining half of your balance is due the third week of the second month of the term. (See the Schedule of Classes for exact dates.)

Three-Payment Plan: Deferred Fee Applies, available only to students registered for 9 or more semester hours

Fall: Students who register by **July 30** may choose this plan. Monthly payments begin Aug. 10 and end Oct. 10.

Winter: Students who register by **Nov. 30** may choose this plan. Monthly payments begin Dec. 10 and end Feb. 10.

Spring/Summer: Students who register by **Mar. 31** may choose this plan. Monthly payments begin April 10 and end June 10.

Four-Payment Plan: Deferred Fee Applies, available only to students registered for 9 or more semester hours

Fall: Students who register by **June 30** may choose this plan. Monthly payments begin July 10 and end October 10.

Winter: Students who register by **Oct. 31** may choose this plan. Monthly payments begin Nov. 10 and end Feb. 10.

Spring/Summer: Students who register by **the last day of Feb.** may choose this plan. Monthly payments begin Mar. 10 and end June 10.

If you register within three weeks prior to the start of the semester, you should be prepared to pay all tuition and fees when you register or make adjustments to an existing registration. Please refer to the Schedule of Classes.

Contact Student Accounts for other arrangements, 734-432-5600.

Madonna OneCard Refunds

Madonna University has outsourced its refund disbursements.

All Madonna University degree-seeking students are issued a Madonna OneCard. A replacement fee is charged if you lose your card, or do not activate your card and request a replacement. When the card arrives, activate it and choose your preferred method for receiving any refunds:

- Refund to your Madonna OneCard
- Refund to your current bank account (approximately three days.)
- Refund check mailed to your home address (five days or more.)

You may change your refund choice. For example, you could use the Madonna OneCard to purchase books online, then wait about a week and change your refund option to be a direct deposit to your personal checking/savings account. If you choose to have your refund applied to your Madonna OneCard, always make purchases with the card as a credit card to avoid service fees. Keep in mind though, the amount on the card is limited to the amount of your refund, it is not an unlimited line of credit. A Madonna OneCard ATM is available on the Livonia campus.

Purchasing Books

To purchase books online, click Bookstore at the bottom of the Madonna University home page. If you have excess funds after financial aid is applied to your account, and after your tuition and fees are paid in full, you can use a portion of the excess funds to purchase books and supplies. Book funds are available two weeks prior to the start of the semester and are automatically refunded by the method you chose when you activated your Madonna OneCard. If money is refunded and your financial aid or account balance is adjusted, any balance owed is your responsibility. (See Schedule of Classes)

Frequently Asked Questions

If I register later, i.e., within the month before the semester starts, when do I pay?

If you who register on or after Aug. 1 for Fall Semester, Dec. 1 for the Winter Semester and April 1 for the Spring/Summer Semester you must pay when you register or when making a change to an existing registration. Payment plans are available. (See the current Schedule of Classes.)

What happens if I cannot make my final payment?

Pay whatever you can afford. The five percent late fee (up to \$75 maximum) will be charged only on the unpaid balance. Please send an e-mail to sa@madonna.edu with your name and all delayed payment information.

What happens if my account is sent to collections?

If your account is sent to collections, you must pay the full amount at the time of your next two semesters of enrollment. If your account is sent to collections more than once, you must pay in full at the time of all future enrollments.

What happens if at least 50 percent of my tuition is not paid prior to the start of the semester?

If at least 50 percent of your total invoice is not paid by the posted due date (see online Schedule of Classes) you will be sent a reminder by e-mail. If your courses are cancelled for non-payment, you must re-register and pay the minimum advance payment. Registration will be based upon course availability. If you decide not to attend, you should provide written notification to the Registrar's Office in order to avoid being responsible for any portion of your account. A deferred fee is charged to all accounts that were not paid prior to the start of the semester.

Address Changes

You are responsible for changing your address at the Registrar's Office or online:

<https://register.madonna.edu/campusweb/login.asp>, log in with ID and PIN. Click on **My Profile** tab → **Personal Data**.

Contact Student Accounts: **734-432-5600**

Peggy Finnigan-Jessup, director of student accounts

Corinne Springer, third party clerk

Chris, Jennifer and Joyce: staff

Cancellation of Registration

Once you have registered, non-attendance or non-payment of tuition does not change your enrollment status or absolve you from your financial and/or academic obligations. Withdrawal from the University is made at the Registrar's Office. You can e-mail your notice to withdraw to registrar@madonna.edu from your Madonna e-mail account only. You may fax a written notice to 734-432-5405.

For the tuition refund schedule for withdrawals, dates are listed in the course schedule:

<http://cms.madonna.edu/pages/university-resources/student-services/course-schedule>. Please note that tuition refunds will be determined based on the date your notice was sent to the Registrar's Office. You will be sent confirmation of your withdrawal.