

## Do I Have to Pay in Full Prior to the Start of the Term?

**NO**, students may choose to participate in a number of payment plans.

### Payment Plans:

Madonna University offers one- to four-payment plans per term. The plan available depends on how early you register prior to the start of a semester and the number of semester hours enrolled.

Students who wish to participate in the three- or four-payment plan must contact Student Accounts at 734-432-5600 to make arrangements. You must complete a contract each term.

The typical time line by term is as follows:

#### Four-Payment Plan: Defer Fee Applies

(available only to students registered for 9 or more hours)

**Fall:** Students who register by **June 30** may participate in the **four**-payment plan. Payments begin July 10 and end October 10.

**Winter:** Students who register by **Oct. 31** may participate in the **four**-payment plan. Payments begin Nov. 10 and end Feb. 10.

**Spring/Summer:** Students who register by the **last day of Feb.** may participate in the **four**-payment plan. Payments begin Mar. 10 and end June 10.

#### Three-Payment Plan: Defer Fee Applies

(available only to students registered for 9 or more hours)

**Fall:** Students who register by **July 30** may participate in the **three**-payment plan. Payments begin Aug. 10 and end Oct. 10.

**Winter:** Students who register by **Nov. 30** may participate in the **three**-payment plan. Payments begin Dec. 10 and end Feb. 10.

**Spring/Summer:** Students who register by **Mar. 31** may participate in the **three**-payment plan. Payments begin April 10 and end June 10.

#### Two-Payment Plan: Defer Fee Applies

This plan consists of equal installments, payable as follows:

Two weeks prior to the start of each term 50 percent of tuition and fees is due.

The balance is due the third week of the second month of the term.

(See the Schedule of Classes for exact dates.)

## One-Payment Plan

Full payment of tuition and fees is due two weeks prior to the start of the term. 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.)

**After the web registration period has closed, 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 for Web Registration dates. Contact a staff member of Student Accounts for other arrangements, 734-432-5433.

There is an additional fee each term for the Deferred Payment Plan. The Deferred Payment Plan applies only to tuition, course fees, and room and board. All other fees must be paid in full at the time services are rendered.

## Refunds for Books or Living Expenses

Madonna University has outsourced their refund disbursements.

All Madonna University degree-seeking students are issued a MadonnaOne card.

**Refunds:** Upon receiving their MadonnaOne card, students choose their method of disbursement:

- Refund to the MadonnaOne Card
- Refund to their current bank account (approximately 3 days.)
- A check mailed to their home address (5 days or more.)

### Purchasing Books

If a student has excess funds after their tuition and fees are paid in full, overages may be used to purchase books and supplies. Book funds are available prior to the start of the term. Funds automatically will be disbursed by refund of choice (above). If money is refunded and your financial aid or balance is adjusted, any balance owed is the student's responsibility. (See Schedule of Classes)

The Madonna OneCard is encouraged, but not mandatory.

## How Often am I Charged a Registration Fee?

Students are charged a \$50 registration fee each term. Students **who enroll the first week of school will** be charged a \$100 registration fee. **Students are responsible for the registration fee even if they do not attend or drop their courses.**

## What Method of Payment May I Choose?

Students may select one of the following:

1. **CASH** payments should be made in person on campus in U.S. currency:

### DO NOT MAIL CASH PAYMENTS

2. **CREDIT CARD ONLINE ONLY**

The Student Accounts office no longer accepts credit card payments in person or over the phone.

### NEW CHOICES IN CREDIT CARDS

Madonna University accepts American Express and Discover along with Master Card. **THE UNIVERSITY NO LONGER ACCEPTS VISA.**

### CREDIT CARD SERVICE FEES

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

2.5% for payment \$3,000.01 and over

The student may create a PIN for their parent/friend using CASHNet® SmartPay. With the parent/friend PIN and the student's 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**

No Service Fee E-Check Payments: These payments are not a guarantee of payment to the University 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.

5. **FINANCIAL AID**

If financial aid is the method of payment, your financial aid file must be complete. This includes a signed award letter in your file. If requesting loans, a completed loan application must be on file in the Financial Aid Department. Otherwise, the student is required to use another method of payment by the due date.

## When Should I Expect A Statement Each Term?

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No invoices/statements will be mailed. Due dates are available at: [www.madonna.edu](http://www.madonna.edu), click on **Parents and Friends** page or click on **Students**, then **Registrar's Office**, then **Class Schedule Information** (PDF), go to page 7.

If your email address is accurate, an email notification will be sent. To review and print your own invoice: go to [www.madonna.edu](http://www.madonna.edu), click on **Campus Web/Registration**, then **Official Statements** — use your ID number and PIN — then click on **My Profile tab**. **New students:** Invoices will be mailed the first term of enrollment only. **Due date reminders** will be sent to every student whose email address is in the Madonna University data base.

## If I Register Later, Say Within the Month Prior to the Start of the Term, When Do I Pay?

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Students who register as of Aug. 1 for Fall Term, Dec. 1 for the Winter Term and April 1 for the Spring/Summer term must pay at the time of their registration or upon making a change to existing registration. Payment plans are available. (See the current Schedule of Courses.)

## What Happens if at Least 50 Percent of My Tuition is Not Paid Prior to the Start of the Term?

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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 dropped from your classes. To reinstate your registration, you must make 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.

## What Happens if I Cannot Make My Final Payment?

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Pay whatever you can afford. The 5 percent penalty (up to \$75 maximum) will be charged only on the unpaid balance.

## What Happens if My Account is Sent to Collections?

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Students whose accounts were sent to collections must pay the full amount at the time of their next two enrollments. If your account is sent to collections more than once, you must pay in full at the time of all future enrollments.

## Contact Student Accounts

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**734-432-5600**

Peggy Finnigan-Jessup, Director of Student Accounts

Corinne Springer, Third Party Clerk

Staff: Chris, Jennifer and Joyce



[www.madonna.edu](http://www.madonna.edu)  
[muinfo@madonna.edu](mailto:muinfo@madonna.edu)

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# MADONNA UNIVERSITY

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## STUDENT ACCOUNTS PAYMENT QUESTIONS