

## Madonna OneCARD REFUNDS

Madonna University has outsourced its refund disbursements. All Madonna University degree-seeking students are issued a Madonna OneCard. When the card arrives, activate it and choose your preferred method for receiving any refunds:

- Refund to the Madonna OneCard
- Refund to your current bank account (approximately three days.)
- A 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.

## 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 over a written notice to 734-432-5405. For the tuition refund schedule for withdrawals visit [www.madonna.edu/pages/collegeofeducation.cfm](http://www.madonna.edu/pages/collegeofeducation.cfm). 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.

## STATEMENTS

For new students only: Invoices will be mailed the first semester of enrollment only. No invoices/statements will be mailed thereafter. Due date reminders will be sent to your Madonna e-mail address. Due dates are available at: [www.madonna.edu](http://www.madonna.edu), click on Parents/family.

To review and print your invoice: go to [www.madonna.edu](http://www.madonna.edu), click on Campus Web at the bottom of the page — login using your ID number and PIN — then click on My Profile and select Official Statement.

### What happens if I cannot make my final payment?

Pay whatever you can afford. The 5 percent late fee (up to \$75 maximum) will be charged only on the unpaid balance. Please send an e-mail to Peggy Finnigan at [pfinnigan@madonna.edu](mailto:pfinnigan@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. You will not be able to take advantage of the Pay-As-You-Go plan.

## CONTACT STUDENT ACCOUNTS 734-432-5600

Peggy Finnigan-Jessup, director of student accounts  
Corinne Springer, third-party clerk  
Chris, Jennifer and Joyce, student accounts staff  
[sa@madonna.edu](mailto:sa@madonna.edu)

A copy of this brochure can be found at  
[www.madonna.edu/pages/collegeofeducation.cfm](http://www.madonna.edu/pages/collegeofeducation.cfm)



## MISSION STATEMENT

The mission of Madonna University, a Catholic and Franciscan institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Catholic tradition.

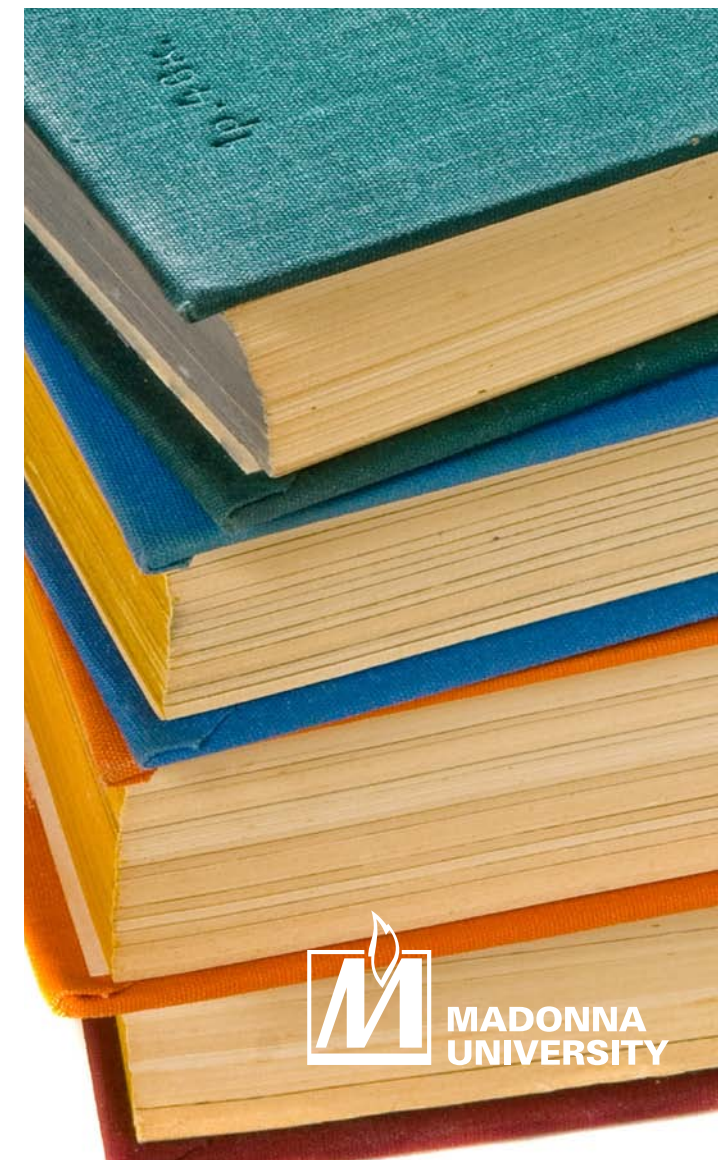
Madonna's mission receives its spirit from these Franciscan Values:

- Respect for the dignity of each person
- Peace and justice
- Reverence for creation
- Education for truth and service



## STUDENT ACCOUNT INFORMATION

# OFF-CAMPUS EDUCATION MASTER'S



## PAYMENT PLANS

Madonna University offers students two payment plans: one full payment or Pay-As-You-Go.

To participate in the Pay-As-You-Go plan, complete this attached contract and mail it to:

Madonna University  
Student Accounts  
36600 Schoolcraft Road  
Livonia, MI 48150-1176

### PAYMENT SCHEDULE

One Full Payment: By the first day of class

Pay-As-You-Go Plan: the 1st and 20th of each month listed below:

Fall: Sept., Oct. and Nov.  
Winter: Jan., Feb. and March  
Spring/Summer: May, June and July

\*If you register for courses after the first of the month, payment is expected at the time of registration.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID# \_\_\_\_\_

Phone# \_\_\_\_\_

Student signature: \_\_\_\_\_



## GENERAL INFORMATION

- An e-mail notice will be sent at the beginning of each semester which provides the Pay-As-You-Go amount that will be due twice a month. At Madonna University, a semester is a 15-week period, with the exception of

SPRING/SUMMER, which is 12 weeks.

FALL SEMESTER: September – December

WINTER SEMESTER: January – April

SPRING/SUMMER SEMESTER: May – July

Please remember that there are two eight-week enrollment periods for the off-campus accelerator course offerings with the exception of Spring/Summer.

- As a student you will be assigned an ID number and PIN so that you can go online to register, print grades and statements, edit your personal profile and make payments.
- All students will be given a Madonna e-mail address (@my.madonna.edu). All official University notices will be sent to that e-mail account. You will be able to forward your Madonna e-mail to another account.
- Madonna University does e-billing.
- Every student will receive a Madonna OneCard. Using the Madonna OneCard is encouraged, but not mandatory.

## TUITION PAYMENT OPTIONS

Students may select one of the following:

- Financial Aid** If financial aid is your method of payment, your financial aid file must be complete. This includes a signed award letter in your file. The admissions process must be completed in order to qualify for aid and you must be enrolled for at least four graduate hours. If requesting loans, a completed loan application must be on file in the Financial Aid Department. Otherwise, you are required to use another method of payment by the due date.
- Cash** payments can be made on campus only.
- Credit Card** payments for tuition can be made online only. Madonna University accepts American Express, Discover and Master Card. Visa is not accepted.

### Credit Card Service Fees

2.9% for payment from \$.01 to \$3,000  
2.5% for payment \$3,000.01 and over

- 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 outside the student accounts windows.

Joe Student  
12345 Anywhere Street  
Livonia, MI 48150

DATE 1/3/55

PAY TO THE ORDER OF \$ 1355

DOLLARS

Memo

Routing Number Account Number Check

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or contact student accounts at 734-432-5600 to make arrangements.

### Payment Schedule

One Full Payment: By the first day of class

Pay-As-You-Go Plan: the 1st and 20th of each month listed below:

Fall: Sept., Oct. and Nov.  
Winter: Jan., Feb. and March  
Spring/Summer: May, June and July

\*If you register for courses after the first of the month, payment is expected at the time of registration.

## FEES

Deferred payment fee/month: \$10

Returned-check fee: \$25

Late fee/month: \$10

Finance charge: 5 percent on unpaid balance, not to exceed \$75

- Payments are due on or by the 1st or the 20th of each month. Please mail your payment so that the check reaches the office by the due date. E-checks may be more convenient. Please provide the correct

routing and bank numbers in order to avoid a returned-check fee and additional charges. Returned checks constitute non-payment.

- Any payment received after the due date will be charged a \$10 late fee. Only one \$10 late fee per month will be incurred.
- Any unpaid balance as of the end of the semester will be charged a finance charge of 5 percent on the unpaid balance, up to a maximum of \$75.
- Students who have made Pay-As-You-Go arrangements will NOT be enrolled for the next semester until all scheduled payments have been made and the current semester is paid in full.
- Please do not give payment to your instructor. Payment always should be made online or mailed to:  
Madonna University  
Student Accounts  
36600 Schoolcraft Rd.  
Livonia, MI 48150-1176

## BOOKS

To purchase books online, click Bookstore at the bottom of the Madonna University homepage. 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. \$500 is provided to your Madonna OneCard. Book funds are available two weeks prior to the start of the term and are automatically disbursed by the method of refund you chose when you activated your Madonna OneCard. If money is refunded and the financial aid or account balance is adjusted, any balance owed is your responsibility. (See Schedule of Classes)