

## TIMETABLE FOR MANAGING YOUR COLLEGE FINANCES – TRADITIONAL STUDENTS

Month	Date	Description
December	-	>Apply for scholarships >Receive billing statement for spring semester
January	First week Before spring classes begin -	>Make first of three payments (if electing deferred payment plan) >Pay balance in full (if not electing deferred payment plan) >File FAFSA application
February	Third week	>Make second of three payments (deferred payment plan)
March	Fourth week	>Make third of three payments (deferred payment plan)
April	15 -	>FAFSA application; priority date for students returning in the fall >Register online for fall semester classes
May	-	-
June	-	>Begin loan application process - information available online. Note: new interest rates become effective in July. >Receive Financial Aid Award Letter
July	Mid July	>Receive billing statement for fall semester
August	First week Before fall classes begin " "	>Make first of three payments (if electing deferred payment plan) >Finalize loan arrangements >Finalize financial aid package with Financial Aid department >Pay balance in full (if not electing deferred payment plan)

September	Third week	>Make second of three payments (deferred payment plan)
October	Fourth week	>Make third of three payments (deferred payment plan)
November	-	>Register online for spring semester classes

### **Important Information About Managing Your College Finances**

1. Each student is responsible for coordinating the payment of their account. It is the responsibility of each student to:
  - a. File all necessary financial aid paperwork in a timely manner, prior to the start of the academic year.
  - b. Communicate with parents or other responsible party if they are to assist with payment of the account.
  - c. Contact the Business Office if they experience difficulty meeting a due date.
2. Tuition, room and board, and all fees must be paid in full each semester (U.S. funds).
3. Grants, loans, and other financial aid awards are considered each semester and reduce the overall balance due.
4. There are two options for payment of educational costs:
  - a. Payment in full before the start of the semester - no fee.
  - b. Deferred Payment Plan - A student may elect to pay their balance in three equal installments during the first three months of a semester. The student must pay an additional fee of \$30 each semester.
5. Billing statements are provided to students on a timely basis with information about the amount due and the payment due date.
6. A delinquency fee of \$25 is assessed for each payment due date missed.
7. A student whose account is unpaid (account considered delinquent) at the time of registration is unable to register for classes for the following semester. In addition, requests for grade reports and official transcripts cannot be fulfilled. Finance charges of 1% per month (12% per year) accrue on unpaid balances after the final payment due date of the semester.
8. A student who enrolls in a study-abroad program is required to pay in full for tuition, room, board, and fees before attending the program.