

# Installment Payment Plan Guidelines

## DESCRIPTION

The Youngstown State University *Installment Payment Plan* allows you to spread current tuition and dormitory fees over several monthly payments, rather than making a single payment. The first payment is due on or before the billing due date shown on your Student Accounts Office–Statement of Account. The subsequent payment will be due the following month, and will include a nonrefundable \$10.00 tuition payment plan service charge. If you register during current student registration, you are eligible to pay the current term's tuition over 4 months during Fall & Spring semesters (2 months during the Summer term). Students who register at later dates will have fewer months to pay.

## ELIGIBILITY

If you are in good financial standing at YSU, and are registered for the upcoming term, you are eligible to participate. Students who owe a balance to the University from a prior term are not permitted to register for a subsequent term, nor are they permitted to participate in the *Installment Payment Plan* without paying the prior term's past due balance in full. The Student Accounts Office is responsible for determining whether or not a balance is past due.

## BANK LOANS (Stafford, SLS, Parent Plus)

If the University receives bank loan proceeds for a student who is participating in the *Installment Payment Plan*, the entire amount received will be applied to all accounts due, including amounts extended to future payments.

## FINANCIAL AID/SCHOLARSHIP RECIPIENTS

Awards made through the Financial Aid & Scholarships Office will be deducted from the total fees to be included and the appropriate percentage (based on billing date) of the balance remaining will constitute the first minimum payment. If financial aid is received/applied late, the full amount of the aid will be applied to the total balance due on account, thereby reducing the remaining payments by the award amount.

## COST

Cost of participation in the *Installment Payment Plan* consists of a *nonrefundable* monthly payment plan service charge (\$10 per month). The payment plan service charge will be added to each subsequent month's payment.

## PAYMENT PROCEDURE

Pay at least the "*minimum due*" as indicated on the Statement of Account, prior to the payment due date, in order to avoid assessment of a late payment fee. Please make your check payable to YSU. If you are making your payment *prior to the payment due date* indicated on your Statement of Account, you may put your payment in the payment drop box located on the second floor of Meshel Hall (please *do not* put cash in the drop box). You may also mail your payment in the envelope provided, or pay in person at the cashier's window, prior to the payment due date.

## ADDITIONAL PAYMENT NOTICES

A statement will be mailed to your billing address the following month. You may pay the minimum payment amount once again, or pay your balance in full. You are responsible for making all remaining payments in a timely manner whether or not you receive a bill in the mail in order to avoid late fee assessment. The amount due for your subsequent payments is subject to change, since additional charges (or credits) may be added or deleted from your account. *Please note that a reduction in hours, or complete withdrawal, after the end of the published tuition refund period does not cancel your obligation to pay the remaining balance due in a timely manner. Any unpaid balance may prevent you from registering for a subsequent term.* Please see the appropriate section for additional details regarding the tuition refund policy, and the Important Dates section for the current term's withdrawal date deadlines.

## LATE PAYMENT FEES

Your payment will be considered "late" and your account subject to assessment of a \$25 late payment fee if payment is made after the original due date. A partial payment will also be considered late, and the \$25 late payment fee will be assessed, in addition to the \$10 payment plan service charge. You may pay your remaining balance due at any time.

The University reserves the right to accelerate the payment terms on any account at any time, as well as to change any fee without notice.

# Tuition Refund Policy

To withdraw from a single course, or from **all** courses (complete withdrawal), it is necessary to process a change of registration through the Student On-Line Advisement and Registration System (SOLAR). It is the student's responsibility to confirm that the withdrawal was correctly processed and the course(s) is/are deleted. Nonattendance of class, or notification to the instructor or department, does not constitute official withdrawal.

A reduction of the instructional, general, technology, performance music, technology/laboratory fee, and the nonresident surcharge will be provided for all withdrawals in conformity with the following schedule for regularly scheduled courses:

| Length of Course  | 100% refund                  | 85% refund                                | 70%  | No Reductions                 |
|-------------------|------------------------------|---|--|-------------------------------|
| 15 weeks or more  | thru 6 <sup>th</sup> weekday | 7 <sup>th</sup> -11 <sup>th</sup> weekday | 12 <sup>th</sup> -16 <sup>th</sup> weekday | 17 <sup>th</sup> weekday & on |
| 6-14 weeks        | thru 6 <sup>th</sup> weekday | 7 <sup>th</sup> -11 <sup>th</sup> weekday | 12 <sup>th</sup> -16 <sup>th</sup> weekday | 17 <sup>th</sup> weekday & on |
| Less than 6 weeks | 20% of course                | N/A                                       | N/A  | 21% or more of course         |

\* See "*Important Dates*" for specific dates for each term. These dates are also printed on the back of the student Statement of Account.

*\*every day of the week is counted except Saturday and Sunday*  
*\*\*for a complete withdrawal from any term, all applicable fees, fines, and penalties will be deducted from any refunds. Student accounts paid with financial assistance awards may be subject to a financial aid repayment. No refunds or adjustments are made on student accounts until after the 10<sup>th</sup> day of the term.*

Any withdrawal, or reduction in academic hours, *after* the refund schedule outlined above, will not be entitled to a reduction of charges and/or refund, unless an *Application for Involuntary Withdrawal* (available at the Student Accounts Office, please be sure to carefully review all information included on the back of the form) is submitted and approved by the Fees & Charges Appeals Board. Decisions of the Fees & Charges Appeal Board are final and binding.

If fees were paid by scholarship, loan, or grant-in-aid, the appropriate credit will be issued to the fund from which the initial payment was made.

## TITLE IV FEDERAL STUDENT AID AND REFUND POLICY

Title IV Federal financial aid includes: Pell, SEOG, Perkins Loans, Stafford Loans and PLUS Loans. Title IV financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance was awarded. If a student completely withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the federal aid awarded (Pell, SEOG, Perkins Loans, Stafford and PLUS Loans—but not Federal Work Study) may need to be returned according to the provisions of the Higher Education Amendments of 1998. This recalculation may result in the student owing a balance to Youngstown State University and/or the federal Department of Education.

**Returned Parking Permit Refund Policy:** For a refund of the parking permit fee, both the access card and hang tag with current validation sticker must be returned to Parking Services within the 100% tuition refund period.

## Housing Refund Policy (for students who withdraw from YSU)\*

A student who is permitted to withdraw from the University prior to or during an academic term is liable for campus Residence Hall charges and will be assessed a percentage of the remaining fees for that term in accordance with the following schedule:

| Date of Release**      | Charge Due  |
|------------------------|---|
| Prior to check-in day  | Room reservation fee  |
| Check-in Day and after | Room reservation fee plus Pro-rated portion of Room & Board |

\*the Housing Agreement includes the entire academic year. Students living in housing who remain enrolled in the University are required to remain in Housing. Students who need to be released from this obligation can submit a request to the Housing Contract Review Board. Decisions of this Board are final.

\*\* date of release is date Housing Services Office receives written notification from the student of withdrawal from the University (or release by the Housing Contract Review Board) and (if applicable) student has been checked out of his/her room in accordance with Housing Services check-out procedures.

## IMPORTANT INFORMATION FOR UPCOMING REGISTRATION

An unpaid balance will prevent you from registering at the appointed time. In order to avoid any problems or delay when registering, **please pay** all outstanding balances *promptly*. Questions regarding outstanding balances should be directed to the Student Accounts Office at 330-941-3133. You can also contact the Student Accounts Office via e-mail at: [ACCOUNTS@cc.ysu.edu](mailto:ACCOUNTS@cc.ysu.edu).

University policy requires all unpaid student account balances to be paid in full before re-enrollment and/or transcript services are provided. Please be advised that this policy regarding payment of past due balances will be strictly enforced.

If you **decide not** to attend any term that you have already scheduled courses for, you need to officially withdraw from all courses in order to avoid failing grades. The deadline to withdraw and receive a grade of "W" as well as the tuition refund policy, and deadlines, are printed in the *Schedule of Classes Bulletin*. Withdrawals *after* the tuition refund period **do not** cancel an outstanding bill, including any balance remaining on a payment plan option.

**Evening and Saturday classes are in Bold in the course listings.**  
*Metropolitan College classes are listed in italics and also in a separate section.*