GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: **FINANCIAL PAYMENTS**

A Tuition and Fee schedule is published prior to each academic year. Tuition is based on a per credit hour charge and determined by the number of credit hours the student registers for each semester. Fees are charged as applicable according to the fee schedule.

All tuition and fee statements to students are issued 30 days or more prior to the beginning of each semester.

All payments are due in full by the end of the 2nd week of each semester. All financial obligations for the current semester must be met prior to registration for the next semester. If a student has not met financial obligations for the current semester at the time of registration for the next semester, the student's registration for the next semester will not be processed and any priority in registration is forfeited. When outstanding monies are paid, the student's registration will then be processed. A late registration fee will apply.

Payments may be deferred for the amount of a certified financial aid award. However, any estimated difference between the cost of tuition and fees and the award requires that payment options be finalized by the end of the second week of the semester.

A late payment fee will be charged to the student for any tuition and fee payment received after the end of the 2nd week of each semester**.**

The GSC Semester Tuition Payment Plan is available to students to assist in meeting financial obligations. This Plan provides students an option to defer payment of tuition and fees over an entire semester through the use of a monthly payment schedule. Students using the Tuition Payment Plan are required to keep payments current. Delinquency will result in students not being allowed to register for classes in the next semester. Payments may be deferred only to the end of a semester.

The GSC Semester Tuition Payment Plan divides tuition and fees for the semester into 4 equal installment payments.

When utilizing the GSC Semester Tuition Payment Plan, a Promissory Note and Disclosure Statement must be completed. A $25.00 processing fee is due at the time the student fills out the Promissory Note and Disclosure Statement. A payment schedule is determined to assure full payment by the end of each semester. The student using the payment plan must have a zero (0) balance at the end of each semester in order to maintain registration for the next semester.

A late payment fee will be charged to the student for any Tuition Plan payment received more than ten (10) days after the payment is due.

Unpaid bills may be turned over to a collection agency when necessary. Transcripts will not be released until all financial obligations to the college are met.
If a student wishes to use the payment plan after a semester begins (i.e. for remaining balance after financial aid has been received), the payments will be divided by the remaining months of the semester (not exceeding four payments).

The college has the option to decide that a Promissory Note is in default and the full balance of the note and any late charges become immediately due if a student is consistently late in making payments.

Promissory Note and Payment Schedule:

Fall/Spring Semester - The Promissory Note, first payment and processing fee must be received no later than the end of the second week of the semester. The balance is to be paid in no more than three additional payments.

Summer Semester - The Promissory Note, first payment and processing fee must be received by the first day of the semester. The second payment is due at the end of the semester.

Bills are developed from the registration for classes of a student and the appropriate applicable fees. Failure to attend classes does not absolve a student of financial responsibility. Students must follow the Refund Policy by completing a Change of Status form in order to receive refunds or adjustments in their bills. Applicable federal government refund policies will apply to students who have received federal financial aid.

The college reserves the right to request cash payment, money order or cashiers check if a student has had a check returned for insufficient funds. A returned check fee will apply under these circumstances.

Registration Hold procedure:

1. A list of students with outstanding financial obligations is generated prior to a registration period.

2. Students on this list are notified that their upcoming registration will not be processed if their financial obligation is not cleared prior to the registration period.

3. When students have cleared their account, registrations can be processed.

Approved By: Mari Cohen Date: 4/23/08

Effective Date: 4/21/08

Review/Revision Dates: 12/01, 05/02, 03/03, 04/08, 6/10

Responsible Committee: Enrollment Management