



# ANTIOCH COLLEGE

One Morgan Place | Yellow Springs, OH 45387

## Student Billing Policy

### The Billing Process

- Antioch College's billing policy is to provide timely and accurate billing information as well as effective payment options to our students. The following is a summary of the billing process at Antioch College. This process is designed to ensure notification to all students concerning their billing responsibilities that occur each term of the academic year.
- Each student is responsible for their student account; not the person paying on the bill. The student may access their billing statement through the student portal in ACCESS, which is the student information system at Antioch College.
- **Failure to receive a statement is not an acceptable excuse for not meeting a payment deadline.** If a student is not able to view his/her statement by the start of each term, but is expecting one, he/she should call the Finance Department at 937-319-0072.
- Students must provide the correct mailing address for billing information for cases when additional information may need to be provided via US Mail. Monthly student bills are available via the ACCESS student portal once students have completed registration for the upcoming term and billing statements have been processed. Students will receive an email from the finance department when their bills are ready each term.
- If someone else is expected to pay a student's bills, it is the student's responsibility to ensure that party receives the appropriate information. If the student would like the finance department to be able to communicate with anyone other than them self, they must have a signed FERPA form on file.

### When and Where to Remit Payment

- All balances must be paid prior to the first day of class each term or payment arrangements must be set-up and approved in writing. Payments may be made by cash, check, money order, credit card in person, via the ACCESS student portal, by phone or by mailing the payment to:

Antioch College  
Student Billing  
One Morgan Place  
Yellow Springs, Ohio 45387

### Deferred Payment Plan

- Payment plans are available and must be paid in three equal installments. All student accounts not paid in full by the end of the first week of each term will be charged a deferred payment plan fee.

- The first payment is due on or before the first day of classes, the second payment is due the start of week #5 of the term, and the third and final payment is due the start of week #9 of the term.

### **Late Payments**

- Failure to send the full payment or to sign up for the payment plan option by the due date (the first day of classes) will result in an automatic deferred payment plan option and fee of \$25.00.
- Each time a payment is more than five business days late from the agreed upon due date, students will be assessed a \$25.00 late fee (see schedule above for deferred payment plans). Note: late payment and deferred payment plan fees may reach but will not exceed \$100.00 per student per term.
- All accounts must be paid in full on the first day of week #9, otherwise a HOLD will be placed on the student account and the student will not be permitted to register for future terms.
- In addition, transcripts, grades and narrative evaluations will not be issued to any student with an outstanding balance that does not have a payment plan set up. Students with outstanding balances at the end of each term will not be permitted to attend classes for the next term, receive grades, or participate in graduation ceremonies.

### **Leave of Absence/Refunds**

- Please see the Tuition and Fees Schedule in the Curriculum Catalog for the refund policy. Students on a leave of absence will have to pay any prior balance due before they may return to classes.

### **Credit Balances**

- Payment in excess of charges: The student's account will reflect a credit balance. This credit balance will remain on your account to be applied to future charges or you may request a refund through the Finance Department.
- Federal Student Aid (FSA): If all FSA funds credited to the student account exceed the total of tuition, fees, room & board and other eligible educational charges, a credit balance will be created. The student will receive a refund in accordance with Federal guidelines.

### **Finance Department Contact Information**

Lynda Earley  
Student Accounts  
[billing@antiochcollege.edu](mailto:billing@antiochcollege.edu)  
937-319-0072

*This flyer/brochure/ article is available in an alternative format upon request. Please contact Beth Barnes at 937-319-0093 to make a request. Requests may also be emailed to [studentsupport@antiochcollege.edu](mailto:studentsupport@antiochcollege.edu). The amount of time varies on the format requested and length of the material, so please notify us ASAP.*