ANTIOCH COLLEGE

One Morgan Place | Yellow Springs, OH 45387

Student Billing Policy
Update 7/17/2025

This policy outlines the billing process, payment deadlines, late fees, and account holds for students enrolled in our 11-week term. Please read carefully to ensure timely payment and to avoid any disruptions to your academic progress.

1. **Bill Issuance**: Billing statements are processed and updated each term **following completion of registration and the Add/Drop deadline**. **Students are highly encouraged to complete their registration BEFORE the start of the term.** The bill will include tuition fees, fees for services, room and board (if applicable), and other charges related to your enrollment. The bill will also include all disbursed and pending aid. Student bills are available via the ACCESS student portal (https://portal.antiochcollege.edu/student/login.asp).

Each student is responsible for their student account, accessing their billing statements, and meeting payment deadlines.

2. **Billing timeline:**

Billing Statement: Bills are made available online through the ACCESS student portal. It is the student's responsibility to regularly check their billing account.
Due Date: All charges must be paid or on a payment plan by the first day of the third week of the term. Failure to make a payment by the due date may result in late fees and/or registration holds.
Changes to the bill: If there are changes to the statement a revised bill will be generated, and will follow the same billing schedule.
Blocks and Breaks charges: Charges for breaks and blocks will be due in accordance with the schedule for the following term.

Term	Bill Generated	Payment Due	Late Fees #1	Late Fees #2	Hold
Fall	Monday Week 2	Friday Week 2	Monday Week 3	Monday Week 6	Monday Week 9
Winter	Monday Week 2	Friday Week 2	Monday Week 3	Monday Week 6	Monday Week 9
Spring	Monday Week 2	Friday Week 2	Monday Week 3	Monday Week 6	Monday Week 9

3. **Late Fees:** If payment is not received by the due date, late fees of $25 each will be applied to the outstanding balance in accordance with the table above (maximum of $50 per term). Students on a payment plan, making payments on time, will not receive late fees.
4. **Registration Hold:** Balances of $300 or more on the Monday of Week 9 of the term, will result in a registration hold, which will prevent the student from registering for future terms.
5. **Diploma Hold:** Balances greater than $0 must be paid before a student's diploma will be released following graduation.

6. **Ways to Pay:**

Online Payments: Payments can be made via the student portal using a credit card, debit card, or electronic check via the ACCESS student portal (https://portal.antiochcollege.edu/student/login.asp).

In-Person Payments: Cash, check, money order or credit card payments can be made in person at the Student Billing office during normal business hours.

Mail Payments: Checks or money orders can be mailed to the college's billing address. Please include a memo "Student Tuition" and note the student's name and student number.

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External fund payments: If you are expecting other forms of payments to come in such as outside scholarships, AmeriCorps, 509 plan, please contact the Financial Aid and Student Billing to notify them of upcoming payments: fin.aid@antiochcollege.edu and billing@antiochcollege.edu. Awards will be added as pending on the bill until the funds are received.

7. **Deferred Payment Plan:**

DPP is a payment option available to students who have a current balance of $100 or more. The DPP provides more time and flexibility in managing and paying term balance.
DPP requires students to make the first payment of at least 33.3% of the balance at the time of the term payment deadline (Friday of Week 2). Second and third payments of at least 33.3% each are due before the first day of Week 5 and Week 9 respectively of the term (see schedule below). If you need any modification to your payment plan, you must contact Student Billing before the next payment deadline. Late fees for missed payments will be assessed the Monday following each payment deadline.

To set up a payment plan, contact the Student Billing office: billing@antiochcollege.edu
Payment Plans are not considered in place until a student signs the agreement.

Term	Payment #1	Late Fee assessed	Payment #2	Late fee assessed	Payment #3	Hold placed
Fall	Friday Week 2	Monday Week 3	Monday Week 5	Monday Week 6	Monday Week 9	Monday Week 9
Winter	Friday Week 2	Monday Week 3	Monday Week 5	Monday Week 6	Monday Week 9	Monday Week 9
Spring	Friday Week 2	Monday Week 3	Monday Week 5	Monday Week 6	Monday Week 9	Monday Week 9

8. **Leave of Absence/Withdraw Refund:**

Please see the Tuition and Fees Schedule in the Curriculum Catalog for the refund policy: https://antiochcollege.edu/campus-life/student-financial-services/. A student on a leave of absence will have to pay any outstanding balance due before they may return for future terms following the policy above.

9. **Credit Balance:**

When payment is made in excess of charges, the student's account will reflect a credit balance. Students can choose for the credit balance to remain on the student account and be applied to future charges, or to be reimbursed as a refund by check. You can refer to the Credit Balance Policy here.