



ANTIOCH COLLEGE

One Morgan Place | Yellow Springs, OH 45387

Student Billing Policy

Update 2/5/2026

This policy outlines the billing process, payment deadlines, late fees, and account holds for students at Antioch College.

1. **Statements of Account:** Your Statement of Account is an itemized summary of the financial transactions posted to your student account. It is commonly referred to as “the bill.”
 1. **Statements of Account are generally available prior** to the start of each term upon request. The Statement of Account is populated with information when the new term begins. The information is finalized following official census on Friday Week 2 and then the Statement of Account is provided to students by email on Monday Week 3.
 2. **Statements of Account include** charges (debits) like tuition fees, fees for services, room and board, and other charges related to your enrollment. Statements of Account include payments (credits) like disbursed and pending financial aid and other payments made toward the bill.
 3. **Statements of Account may change throughout the term** due to changes in registration or room and board status, fees incurred, and financial aid awarded.
 4. **Statements of Account are available to students by email and by request** to billing@antiochcollege.edu.
 5. **Each student is responsible for their student account**, reviewing their statement of account, and meeting payment deadlines.
 1. **You (the student) are the sole owner of your student account. Any information in your account is, by default, only accessible to you.** If others support you with your student business, please be sure to share information with them as appropriate
2. **Timeline:**
 1. **Statements of Account:** Statements of Account are made available to students by email. It is the student's responsibility to regularly check their Statement of Account.
 2. **Due Dates:** All charges must be paid or on a Deferred Payment Plan (DPP) by Friday Week 3 of the term. Failure to make a payment by the due date may result in late fees and/or registration holds.
 3. **Changes:** Statements of Account may change throughout the term due to changes in registration or room and board status, fees incurred, and financial aid awarded, and will follow the same billing schedule.
 4. **Blocks and Breaks:** Charges for breaks and blocks will be due in accordance with the schedule for the following term.

Term	Statement of Account Populated with New Term Information	Payment / Payment Plan Due	Late Fees #1	Late Fees #2	Hold
Fall	Monday Week 3	Friday Week 3	Monday Week 4	Monday Week 6	Monday Week 9
Winter	Monday Week 3	Friday Week 3	Monday Week 4	Monday Week 6	Monday Week 9
Spring	Monday Week 3	Friday Week 3	Monday Week 4	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:**
 1. **Online Payments:** Payments can be made by credit card and ACH online here: <https://secure.qgiv.com/for/studentbillingpayments>
 2. **In-Person Payments:** Cash, check, money order or credit card payments can be by arrangement with Student Billing. Please contact billing@antiochcollege.edu.
 3. **Mail Payments:** Checks or money orders can be mailed to the college's billing address. *Please include the memo "Student Account Payment" and note the student's name and student ID number.*

Antioch College, Student Billing
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4. **External fund payments:** If you are expecting other forms of payments to come in, from sources such as outside scholarships, AmeriCorps, or 529 plan, please notify Financial Aid fin.aid@antiochcollege.edu and Student Billing billing@antiochcollege.edu.
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 on Monday Week 3. Second and third payments of at least 33.3% each are due Week 5 and Monday Week 9 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 3	Monday Week 4	Friday Week 5	Monday Week 6	Monday Week 9	Monday Week 9
Winter	Friday Week 3	Monday Week 4	Monday Week 5	Monday Week 6	Monday Week 9	Monday Week 9
Spring	Friday Week 3	Monday Week 4	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. You can refer to the Credit Balance Policy [here](#).