

Student Finance

STUDENT BILLING OFFICE

The Student Billing Office is responsible for billing student accounts and receiving student payments. Tuition rates and fees are governed and approved by the Donnelly College Board of Directors for each Academic year. Tuition rates and fees are published in the Donnelly course catalog, the Donnelly website, the Student Billing Office brochure, and in other locations on campus.

BILLING STATEMENT

Student's billing statements will be posted on the student's Empower Self Service.

PAYMENT REQUIREMENTS

Students must either pay their tuition and fees in full or setup a payment plan for each semester before the first day of class. If the student does not pay in full or discuss a payment plan with the Student Billing Office, a Business Hold will be placed on the student's account. A Business Hold restricts the student's ability to register for future classes or to receive transcripts or a diploma. If the student does not communicate with the Student Billing Office their intention to pay, the student could be dropped from classes.

PAYMENT METHODS

Students may pay tuition and fees with cash, check, money order, credit card or with a payment plan. Students may also qualify for financial aid and should meet with the Financial Aid Office to discuss the options available to them. Please visit paymybill@donnelly.edu for billing questions and answers.

PAYMENT PLANS

A payment plan allows a student to split their tuition balance over monthly installments. There is a one-time \$25 payment plan fee/per semester (nonrefundable). To enroll, a student must meet with the Student Accounts Specialist in the Student Billing Office to sign a payment plan agreement. The first payment is due when the payment plan agreement is signed.

Fall/Spring Semester Payment Plan	
1 st Payment	\$25 Plan Fee + ¼ Tuition & Fees
2 nd Payment	¼ Tuition & Fees
3 rd Payment	¼ Tuition & Fees
4 th Payment	Remaining Balance

Summer Payment Plan	
1 st Payment	\$25 Plan Fee + 1/2 Tuition & Fees
2 nd Payment	Remaining Balance

Payments are due by the 15th of each month in the semester. A \$25 late fee will be charged to the student's account for each monthly payment that is not paid by the due date. Student payment plans must be finalized before classes begin.