



**DONNELLY
COLLEGE**
EST. 1949

Business Office Policy

Approved Date: [December 2019
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Approved by: Administrative Council
Responsible Official: Director of Accounting

Business Office Policy

The Business 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 Business Office brochure, and in other locations on campus.

Tuition Rates

Tuition rates are charged per credit hour or by flat rate fees and vary depending on each degree program.

General Fees

General fees are additional fees added to a student's account, and can include:

- New Student Fee
- Information Technology Fee
- Lab Fee
- Online Class Fee
- Student Activity Fee
- Transcript Fee
- Graduation Fee
- Credit by Exam Fee
- Audit Fee
- Assessment Fee

Program-Specific Fees

Program-specific fees are additional fees based on specific programs, and can include:

- Nursing Program ATI Fee
- Lab Supplies Fee
- Program Completion and Testing Fee

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 Business 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 Business 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.

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 (non-refundable). To enroll, a student must meet with the Student Accounts Specialist in the Business Office to sign a payment plan agreement. The first payment is due when the payment plan agreement is signed.

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

Summer Semester Payment Plan Schedule	
1 st Payment	\$25 Plan Fee + $\frac{1}{2}$ 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.

Refund Policy

Students who officially withdraw from classes in writing or in person with the Donnelly College Registrar's Office are entitled to refunds according to the following policy:

16-Week Classes	
Class Withdrawal Deadlines	Tuition Refund %
Prior to 1 st Day of Classes	100%
1 st Week of Classes	100%
2 nd Week of Classes	75%
3 rd Week of Classes	50%
4 th Week of Classes	25%
After 4 th Week of Classes	No Refund

8-Week Classes	
Class Withdrawal Deadlines	Tuition Refund %
Prior to 1 st Day of Classes	100%
1 st Week of Classes	75%
2 nd Week of Classes	50%
After 2 nd Week of Classes	No Refund

4-Week Classes	
Class Withdrawal Deadlines	Tuition Refund %
Prior to 1 st Day of Classes	100%
After 1 st Week of Classes	No Refund

Weekend Classes	
Class Withdrawal	Tuition

Deadlines	Refund %
Prior to 1 st Day of Classes	100%
After Class Begins	No Refund

Special Refund Circumstances

If a class is cancelled or a class schedule revision is made by the college, a one-hundred percent (100%) refund will be issued to the student.

If a student officially withdraws or is withdrawn from classes, and they receive financial aid, the student must meet with the Financial Aid Office to determine the amount of aid that may be required to return to Donnelly College. Students are responsible for paying the difference on their student account if aid is withdrawn from their account.

Financial Aid

You must complete the FAFSA or institutional aid application in order to receive aid for the each academic year. Financial aid awards are based on financial need, merit, and the number of credits a student is taking. Therefore, any changes in semester hours may affect financial aid eligibility.

Textbooks

Donnelly College does not sell textbooks on location, but uses a virtual bookstore through a company called eCampus. Students are required to visit the Business Office to setup an account using the student's Donnelly email address.

Students can qualify for a Book Voucher if the student has been awarded financial aid and if there are additional funds available on their account after their tuition and fees are covered. The Book Voucher allows the student to purchase their books on eCampus using their financial aid. Book Vouchers are assigned to students through the Business Office.

Students can review the books that are needed for classes and purchase or rent textbooks on eCampus. The link to eCampus is: www.donnelly.ecampus.com.

Donnelly Merchandise

The “Spirit Store” is located next to the Business Office. A variety of shirts, hoodies, hats and other miscellaneous merchandise can be purchased in the store. Payments are made through the Business Office.

Email Policy

Email is our primary form of communication with students. For security reasons, the Business Office will only send emails to the student’s Donnelly email address and not to their personal email. It is important that students consistently check their Donnelly student email for important information.

Student Responsibility

Students are responsible for the following:

- To verify personal information and update address & phone number at the Registrar's office
- To understand the tuition and fees that are being charged
- To log-in to Empower Self Service to review their account regularly and check their balance
- To apply to Financial Aid (If eligible)
- To pay the complete balance due
- To check and follow up on student emails that are sent to them

Publication Info

This policy is published on the College website.