
BUSINESS OFFICE HANDBOOK

2018 - 2019

The purpose of this handbook is to provide students and parents with a complete outline of the business office of the College with regard to payment of fees and other associated charges. Also outlined are the withdrawal and refund policies.

The policies, procedures, terms, and conditions stated in this handbook supersede any previously issued by the College. The College reserves the right to change at any time the policies, procedures, terms, and conditions stated herein at the discretion of the Administration.

The Thomas More College admits students without regard to race, color, religion, sex, national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The College does not discriminate on the basis of race, color, religion, sex, national or ethnic origin in administration of its educational policies, scholarship and loan programs, or other school-administered programs.

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I. BUSINESS

A) COST OF EDUCATION - ACADEMIC YEAR 2018-2019

RESIDENTS

Tuition	\$21,600
Room/Board	<u>\$ 9,700</u>

TOTAL \$31,300

COMMUTERS

Tuition	\$21,600
Board (Meal)	<u>\$ 1,800</u>

TOTAL \$23,400

Commuters may have one meal per day and when available snacks and beverages between meals. Students wishing to have additional meals on campus should contact the Business Office.

Part-time students will be charged \$875.00 per credit hour. Any non-degree-seeking student auditing a course will be charged \$500.00 per credit hour.

ROOM FINES

At the end of each semester, student rooms are checked and evaluated for cleanliness and condition. If it is found that a student has caused damage to a room, the student will be fined a charge equivalent to the cost of repairing the damage. If the room is left in an unclean condition, the student will be charged a cleaning fee.

ROOM KEYS

All students are issued a key for their room. At the end of the semester the student MUST return the key to the Proctor or place it in the key drop box. Any student not returning their room key will be charged a replacement fee of \$100.00.

PHONE CHARGE

Any student using the phones in the dormitory for internet use will be assessed a fine in the amount of \$25.00 for the first offense, \$50.00 for the second offense and \$100.00 per offense thereafter. Payment will be due immediately upon occurrence.

B) FORMS OF PAYMENT:

Payments for any charges may be made with cash, check, MasterCard, Visa, Discover, American Express or money order.

Credit card payments may be processed through our website. Simply click on Admissions, Tuition and Financial Aid and click on the link to pay your bill.

Checks or money orders must specify U.S. Funds if issued by a foreign bank. Any student who may have difficulty in exchanging currency for US Funds should speak with Pamela Bernstein, Director of Business and Registrar Affairs.

Checks for tuition, room and board should be made payable to The Thomas More College and should be given or mailed to the **Business Office**. The full amount less deposit and aid is due as stated in Section C. Checks returned by the bank for non-payment (insufficient funds) may carry a charge of up to \$35.00, which will be added to the student's account and due immediately.

Certain exceptions to the above stated policy may be approved by the Director of Business and Registrar Affairs .

C) PAYMENT OF ACCOUNT

The College offers two payment plans:

Plan 1: Payment in full of total charges for tuition, room and board less any deposit and/or aid is due August 1 for the Fall and January 1 for the Spring.

Plan 2: Payment of tuition, room and board may be made in 4 equal payments each semester, beginning August 1 for the Fall and January 2 for the Spring. Payments 2, 3, and 4 are due on the 1st of each succeeding month during the semester.

FALL

First payment due August 1
Second payment due September 1
Third payment due October 1
Fourth payment due November 1

SPRING

First payment due January 2
Second payment due February 1
Third payment due March 1
Fourth payment due April 1

FEES ASSOCIATED WITH MONTHLY PAYMENT

Students choosing to using the above monthly payment plan will be charged a fee of \$200.00 per semester. This fee will be due with the first payment. Any monthly payment not received within ten days of payment date may be subject to a \$25.00 late fee.

Any student owing monies at the end of any semester may not be allowed to register for the following semester until the account is paid in full.

Students and/or parents should make arrangements with the Business Office for Plan 2 prior to the first payment (August 1 or January 2). Late arrangements may incur a fee of \$500.00. Invoices are mailed to students on or around the 15th of June for the Fall semester and on or around the 15th of November for the Spring semester. If a student is accepted after the invoice date of either semester, the balance owed will be due at the time of registration.

If for any reason unpaid balances exist on a student's account after the deadlines set forth above, they may accrue interest at the rate of 1 1/2% per month until paid. If any balance is still outstanding after a three-month period, the College, after proper notification to the student and/or parent, may turn the account over for collection. Any attorney fees or other reasonable collection fees will be assessed and charged to the student's account at time of collection.

Note: Graduating seniors must pay all outstanding balances owed to the College prior to graduation.

Above fees may be waived at the discretion of the Business Office.

D) BOOKS

Students will be required to purchase their books for classes through outside source.

E) PARKING FEE

Any student wishing to have a vehicle on campus must notify the Business Office, no later than August 1st. A fee of \$75.00 per semester will be due at registration and a parking tag will be issued to be placed in the back window of the vehicle. Parking spaces are limited and are available on a first-come first-serve basis. Any student not notifying the Business Office prior to August 1st will be charged an additional \$25.00 fee.

F) GRADUATION FEE

Seniors will be assessed a graduation fee of \$750.00. The fee will be included in the spring invoice.

G) TRANSCRIPTS

An official transcript may be requested on our website, www.thomasmorecollege.edu, click on academics, request transcript. A transcript mailed in the US is \$10.00 each and out of the country is \$15.00 each for first class mail. A transcript will be mailed only if the student has no outstanding balance with the College.

H) LATE REGISTRATION

Any student not registering on time may be charged a \$500.00 late fee due and payable with registration.

II. WITHDRAWAL AND REFUND

A) WITHDRAWAL AND REFUND POLICY

Some students are due a refund due to the composition of their financial aid packages. As soon as an overage on a student account occurs, the Business Office will issue a refund check to the student.

When a parent takes out a loan on behalf of a student and after this loan is applied to a student's account it creates an overpayment, the refund will be issued to the student.

If a new student who is the recipient of Title IV Federal Financial Assistance withdraws prior to completion of 60% of the semester, a refund of tuition, room, board, and fees will be made on a pro-rata basis, as required by the federal regulations.

To withdraw from the College at any time other than the close of the semester, the student is required to secure written permission from the Dean of the College and to present such authorization to the Business Office. Once authorization is received in the Business Office, a refund may be issued.

Discontinuation of class attendance or notification to an instructor of withdrawal does not constitute an official withdrawal, and refunds will not be made on the basis of such action. In such instances, the student will be responsible for the payment of his account in full. A student who withdraws from the College during the Fall or Spring semester, with written permission from the Dean of the College, is allowed a refund of tuition as follows:

Withdrawal During	Portion Refunded
First Week	80%
Second Week	60%
Third Week	40%
Fourth Week	20%

No refunds are made after the fourth week. The Room Fee is not refundable. The Board Fee will be prorated. All monies due to the College by the student at the time of withdrawal become due and payable immediately. All scholarships, grants, and awards issued to the student will be prorated based on the above. The date used to calculate refunds will be that on which the student presents his written withdrawal to the Dean of the College.

B) VETERANS REFUND POLICY

Veterans may withdraw by discontinuing class attendance. In this case, refunds are determined on a pro-rata basis.

III. PRIVACY POLICY

The Thomas More College of Liberal Arts does not give out information about any student without the written consent of the student. The only exception to this is when information is requested by the Department of Education or any Government official.