

# Spring Semester 2024

# IMPORTANT DATES

From the Cashier's Office




Effective 9-22-23 and subject to change

**What:** Spring 2024 billing invoice available    **When:** November 16, 2023


**Where:** Banner Self-Service student account


## Payment due date January 8, 2024

Complete one of the following, on or before Monday, January 8, 2024:

**1.** Pay your account in full. Check/money order,    accepted.  
 • Online payment tutorials on my.Terra.edu.

**2.** Review **Student Tab » Student Account » Account Detail by Term** to view your financial aid in process.

 If it does not cover your balance, you need to set up a payment plan with the Cashier's Office.

 Complete the **Installation Payment Plan form**, make your payment and the Cashier's Office will set up your plan on **Banner Self-Service » Student Tab » Account Detail by Term**

**3.** • Submit a **Terra State Company Sponsorship or Agency form**, which must be:  
 • Completed and signed by your sponsor  
 • Signed by you  
 • Submitted to the Cashier's Office by your company or agency via scan or fax  
 - Fax: 419.334.9828  
 - Email: cashier@terra.edu

### Installation Payment Plan

- Allows you to pay your bill in five installments
- Has a \$20 non-refundable fee
- Set up your payment plan in the Cashier's Office or see the website for payment options
- Any remaining balance is past due as of April 29, 2024 and will prevent future registration/attendance

## REFUND POLICY PERCENTAGE BASED ON DROP OR WITHDRAW DATE FOR SPRING 2024

Session	Weeks	DATES		100% Refund		50% Refund		0% Refund	
		Start	End	Begin	Thru	From	Thru	Begins	
1	Full Term	16	16-Jan	9-May	16-Jan	22-Jan	23-Jan	29-Jan	30-Jan
1st	First Half	8	16-Jan	10-Mar	16-Jan	22-Jan	23-Jan	29-Jan	30-Jan
L1	Late Start	14	29-Jan	9-May	29-Jan	4-Feb	5-Feb	11-Feb	12-Feb
L2	Late Start 2	12	12-Feb	9-May	12-Feb	18-Feb	19-Feb	25-Feb	26-Feb
2nd	Second Half	8	18-Mar	9-May	18-Mar	24-Mar	25-Mar	31-Mar	1-Apr

### Titan Shop Accounts

- Books will be available in the bookstore on January 8, 2024

### Excess Financial Aid

- Refunds begin no sooner than February 14, 2024 to BankMobile\*
- Any additional aid received after February 14, 2024 will be refunded on Wednesdays\*
- **Select or update your refund preference with BankMobile at:** <http://bankmobiledisbursements.com/refundchoices/>  
 \* Could take up to 2-3 business days depending on your financial institution