

Spring semester 2020

IMPORTANT DATES

From the Cashier's Office

Effective 6-18-19 and subject to change

What: Spring 2020 billing invoice available **When:** November 25, 2019

Where: Banner Self-Service student account

Payment due date January 2, 2020

Complete one of the following, on or before Thursday, January 2, 2020:

1. Pay your account in full. Cash, check/money order,    accepted.

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 **Installment 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

Installment 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 24, 2020 and will prevent future registration/attendance

REFUND POLICY PERCENTAGE BASED ON DROP OR WITHDRAW DATE FOR SPRING 2020

Session	Weeks	DATES		100% Refund		50% Refund		0% Refund	
		Start	End	Begin	Thru	From	Thru	Begins	
1 Full Term	16	13-Jan	7-May	13-Jan	19-Jan	20-Jan	26-Jan	27-Jan	
1st First Half	8	13-Jan	6-Mar	13-Jan	19-Jan	20-Jan	26-Jan	27-Jan	
2nd Second Half	8	16-Mar	7-May	16-Mar	22-Mar	23-Mar	29-Mar	30-Mar	
L1 Late Start	14	27-Jan	7-May	27-Jan	1-Feb	2-Feb	8-Feb	9-Feb	
L2 Late Start 2	12	10-Feb	7-May	10-Feb	16-Feb	17-Feb	23-Feb	24-Feb	

CollegeStore Accounts

- Accounts with available funds will be open January 6 through March 25, 2020
- In order for your funds to be released, you will need to complete a **Transfer of Excess Financial Aid form**

Excess Financial Aid

- Refunds begin no sooner than 12 noon on February 12, 2020 to Bank Mobile
- Any additional aid received after February 12 will be refunded on Wednesdays after 12 noon
- Select or update your refund preference with BankMobile at: <http://bankmobiledisbursements.com/refundchoices/>