

Spring semester 2018

IMPORTANT DATES




From the Cashier's Office

Effective 10-5-17 and subject to change

What: Spring 2018 billing invoice available **When:** November 30, 2017
Where: Banner Self-Service student account

Payment due date January 2, 2018

Complete one of the following, on or before Tuesday, January 2, 2018.

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, 2018 and will prevent future registration/attendance

REFUND POLICY PERCENTAGE BASED ON DROP OR WITHDRAW DATE FOR SPRING 2018

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

CollegeStore Accounts

- Accounts with available funds will be open January 8 through April 3, 2018
- 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 28, 2018 to Bank Mobile Vibe
- Any additional aid received after February 28 will be refunded on Wednesdays after 12 noon
- Access your Bank Mobile Vibe account to select or update your refund preference