

Mercy College of Northwest Ohio Billing Information for Spring 2012 Semester

- 1) *How and when will I receive my bill?*
Bills will be available online on your EMPOWER ME account on Thursday, Jan. 5th, 2012. Billing statements are not mailed. It is your responsibility to log in to check and/or print your billing statement anytime on or after 01/05/2012.
- 2) *When is my bill due?*
Spring tuition is due on Wednesday, February 15th. Your student account must be paid in full or you must set up a payment plan or have pending financial aid by 02/15/2012.
- 3) *What are my payment options?*
Bills may be paid online on your EMPOWER ME account using a debit or credit card. Payments may also be made in person in the Business Office by cash, check, VISA, MASTERCARD or Discover. There is no surcharge to use your credit card. You may also mail in payment by check.
- 4) *How much will I be charged?*
Mercy College charges per credit hour. The Spring 2012 tuition rates are \$326.00 per credit hour for full-time students (12 credit hours and above) and \$359.00 per credit hour for part-time students (11 credit hours and below). There is also a \$22.00 per credit hour general fee. There may also be other occasional miscellaneous fees such as application fees, payment plan fees, late fees and matriculation fees. A full fee schedule is available on the Mercy College website: <http://www.mercycollege.edu/tuition-fees> or in the college catalog.
- 5) *What if I cannot pay all at once or am still finalizing my financial aid?*
If you cannot pay all at once or are still finalizing your financial aid, we do offer an installment payment plan. To sign up for the payment plan, please contact the Business Office once you have received your bill. There is a \$25.00 fee to participate in the payment plan, and you will have four payments due on the 5th of February, March, April and May. All balances MUST be paid in full by the end of the semester.
- 6) *Can my parents or someone else call or receive information about my bill?*
Due to FERPA regulations, we cannot speak to anyone except the student regarding their billing statement. Students MUST sign a Release of Information form if they wish to allow the Business Office to speak with any person other than the student regarding the financial status of their student account. This form is available in the Registrar's office.
- 7) *What happens if I do not pay by the due date?*
If you have not paid in full or signed up for the payment plan by February 15th, your account will be placed on a "Business Hold." You may still attend classes and complete the semester, but you will not have access to your grades or transcripts, and you will not be able to register for future semesters. If your account is placed on a Business Hold, please contact the Business Office ASAP to make payment arrangements.
- 8) *How do I contact the Business Office?*
The Spring Business Office hours are Monday – Friday 8:30am – 4:30pm. The Summer Business Office hours (June 1st through August 15th) are Monday through Thursday from 7:30am – 4:30, and Friday from 7:30am – 11:30am. You may contact the Business Office at 419-251-1726, or via email: diane.rahn@mercycollege.edu
- 9) *Can I get a printed estimate of my bill now?*
Once you have registered for classes, you can view and print an estimated billing statement. This is available from your EMPOWER ME account under the Student Billing option "Estimated Tuition Worksheet." This shows your estimated charges as well as financial aid at the time of registration. Please note that this is not your final bill, and may change if you make changes to your class registration and/or financial aid options.