

# TERMS OF PAYMENT

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Payment of Fall semester charges are due in August, and Spring semester charges are due in December. Specific dates are set annually and can be viewed on the Bursar Web page titled Payment Deadlines (<https://www.monmouth.edu/bursar/general-information/payment-deadlines/>). Billing statements will be sent electronically to students and authorized users designated by the student.

**Electronic Check Payments:** accepted online on the Student Bill & Payment Center. No additional fees will be assessed.

**Credit Cards:** Visa, MasterCard, Discover, and American Express are accepted online on the Student Bill & Payment Center. A nonrefundable service fee is assessed to all credit card payments remitted towards tuition, fees, room & board, and other charges posted onto students' accounts. It is currently 2.95% of the payment remitted for domestic transactions, 4.25% for international transactions, or a minimum of \$3.00. Please note that this service fee is not collected by Monmouth University and may be subject to change.

**Check or Money Order:** accepted in person, as above, or mailed with remittance form found on the semester e-bills uploaded to the Student Bill & Payment Center. The student's ID number must be written on all checks and money orders.

**Cash:** accepted in person at the Cashier's Office located on the first floor of The Great Hall Annex, Room 110

**To process payment online** by electronic check (ACH) or credit card (see credit card fees above):

- Students can log into their MyMU portal (<https://my.monmouth.edu/>) and select "I Need To...Access My Student Bill & Payment Center" from the top menu. If you have a balance due, a button will appear on the screen to allow you to make an online payment.
- Designated Authorized Users can access TouchNet Solutions Payment Gateway ([https://secure.touchnet.net/C21067\\_tsa/web/](https://secure.touchnet.net/C21067_tsa/web/)). Be prepared to enter an Authorized User ID and password.

A student who does not meet their financial obligations to the University by the payment due date, could be subject to deregistration from their courses for nonpayment. Subsequently, if a balance occurs that exceeds the set minimum, the student may not be allowed to register for future semesters/terms until the outstanding balance is cleared. All financial obligations should be satisfied for a student to receive their diploma document at graduation. If a balance remains due after graduation or separation from the University, the account will be considered in default and may be assigned to an external party for collections. All collection costs and fees, including reasonable collection agency fees, attorney charges, and legal fees necessary for the collection of outstanding indebtedness, will be paid by the student.

## Tuition Payment Plan

To accommodate students and parents who prefer to pay for educational expenses in monthly installments, payment plans are available through the Student Bill & Payment Center for the Fall, Spring, and Summer semesters. Plans range from three to six installments depending on the semester and the time of enrollment. All payment plans have a required

and nonrefundable \$45.00 enrollment fee that must be paid at the time of enrollment.

The Bursar's Office provides answers to a list of frequently asked questions (FAQs) regarding the payment plan on its web page (<https://www.monmouth.edu/bursar/payment-plans-plus-faq/>).