

# TERMS OF PAYMENT

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**\*\*\* Effective March 22, 2022, a nonrefundable service fee will be assessed to all credit card payments remitted towards tuition, fees, room & board, and other charges posted onto students' accounts. The service fee will be 2.85% of the payment remitted or a minimum of \$3.00. Please note that this service fee is NOT collected by Monmouth University. Please see our Frequently Asked Questions (<https://www.monmouth.edu/bursar/credit-card-payment-faq/>) for more information. \*\*\***

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 under "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 PayPath Payment Service Fee of 2.85% (\$3.00 minimum) will be added to your payment.

**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

**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 "Student Bill & Payment Center." 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 will be subject to deregistration from their courses for nonpayment. Financial clearance must be met for a student to graduate or receive transcripts, either official or unofficial (student copy).

If payment is not made as required, the student will not be allowed to register for future semesters/terms until the outstanding balance is satisfied. In addition, all collection costs and fees, including, but not limited to, attorneys' fees incurred by the University, will be paid by the student.

## Tuition Payment Plan

To accommodate parents and students who prefer to pay for educational expenses in monthly installments, payment plans are now available through Student Bill & Payment Center. Starting June 1st prior to each Fall semester, students can enroll in an estimated payment plan using an estimation of their Fall semester balance. Once Fall semester charges are posted on students' accounts, the estimated payment plan will automatically revert to a real-time payment plan, which will capture

students' actual account balances and recalculate monthly installments accordingly.

Students will be required to pay an Enrollment Fee of \$45.00 upon establishment of a monthly payment plan.

The Bursar's Office provides answers to a list of frequently asked questions (FAQs) regarding the payment plan on its web page.