



## INFORMATION ABOUT YOUR ACCOUNT

### You May Make Payments:

#### By Mail:

Checks Only

#### In person at the Cashier's Office, St. Mary's Hall, Room 108:

Cash or Check accepted

Cashier Business Hours: Monday – Friday 9:00 a.m. to 4:00 p.m.  
Office Hours: Room 108 Monday – Friday 8:30 a.m. to 4:30 p.m.

#### Online payments at [porches.udayton.edu](http://porches.udayton.edu) (Click Flyer Student Services, then My Payment Center):

Credit Cards (Convenience Charge applies) and Electronic Checks accepted

Students may authorize others to receive monthly e-statements and make payments online.

SCHOLARSHIP CHECKS SHOULD BE MAILED DIRECTLY TO THE FINANCIAL AID OFFICE, UNIVERSITY OF DAYTON, DAYTON, OH 45469-1605

### Payment Options:

#### Payment in full:

by the due date on the front of the statement

#### University of Dayton Fall and Spring Payment Plan:

For details and enrollment instructions, please visit [www.udayton.edu/studentaccounts](http://www.udayton.edu/studentaccounts)

Term charges are billed monthly after accepted financial aid and loans are deducted. Statements are mailed monthly. Interest charges will be assessed at 1% per month (APR 12%) after the due date each month on the ending balance, less current month new charges and charges for a term not yet started. Interest charges are waived for those enrolled in the University of Dayton Payment Plan.

### How to Reach Us:

	<u>Touch Tone</u>	<u>All Others</u>
Office of Student Accts	1-800-259-7117	(937) 229-4111
Student Acct E-Refund	1-800-259-7117	(937) 229-4121
Registration	1-800-259-8864	(937) 229-4131
Financial Aid	1-800-427-5029	(937) 229-4311
Dining Service & Flyer Express	1-800-259-8864	(937) 229-2441
Residential Services	1-800-259-8864	(937) 229-3317

### Withdrawal (Partial or Complete):

Graduate student University Charge is not refundable beginning the first day of each semester. Tuition refunds for all students will be based on the following schedule:

<u>Fall/Spring/Full Summer Term</u>	<u>Summer Term I and II</u>
80% - 1 <sup>st</sup> week	65% - 1 <sup>st</sup> week
60% - 2 <sup>nd</sup> week	30% - 2 <sup>nd</sup> week
40% - 3 <sup>rd</sup> week	
25% - 4 <sup>th</sup> week	

Reducing credit hours to below full-time student status may reduce your financial aid eligibility. Special refund rules apply for students who withdraw and have received Title IV Federal financial aid.

### Late Registration Charges:

are assessed to students scheduling the first day of a term or after.

### Check Penalties:

\$35 or 1% of the check amount, whichever is greater, will be assessed on checks returned by the bank.

## BILLING RIGHTS SUMMARY

### **This notice contains important information about your rights and responsibilities under the Fair Credit Act.**

#### **NOTIFY US IN CASE OF ERROR OR QUESTION ABOUT YOUR BILL.**

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us on a separate sheet at the address listed below. Write to us as soon as possible. We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. You can phone us, however, doing so will not preserve your rights. In your letter, give us the following information:

1. *Your name and account number*
2. *The dollar amount of the suspected error*
3. *A description of the error*
4. *An explanation, if you can, as to why you believe there is an error*

If you need more information, describe the item you are not sure about.

#### **YOUR RIGHTS AND RESPONSIBILITIES AFTER WE RECEIVE YOUR WRITTEN NOTICE.**

We must acknowledge your letter within 30 days, unless we have corrected the error by then. Within 90 days, we must either correct the error or explain why we believe the bill was correct. After we receive your letter, we cannot try to collect any amount you question or report you as delinquent. We can continue to bill you for the amount you question, including interest charges.

You do not have to pay any questioned amount while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. If we find that we made a mistake on your bill, you will not have to pay any interest charges related to any questioned amount. If we didn't make a mistake, you may have to pay interest charges, and you will have to make up any missed payments on the questioned amount. In either case, we will send you a statement of the amount you owe and the date it is due. If you fail to pay the amount that we think you owe, we may report you as delinquent. However, if our explanation does not satisfy you and you write us within ten days telling us that you still refuse to pay, we must tell anyone we report you to that you have a question about your bill. And, we must tell you the name of anyone we reported you to. We must tell anyone we report you to that the matter has been settled between us when it finally is. If we don't follow these rules, we can't collect the first \$50.00 of the questioned amount, even if your bill is correct.

**UNIVERSITY OF DAYTON  
OFFICE OF STUDENT ACCOUNTS  
St. Marys Hall 108  
300 College Park  
Dayton, OH 45469-1600**