



Policy Number: **103.29**
Revision No: **New**
Effective Date: **07/01/99**
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Also Applies To: **TJUH**

POLICIES AND PROCEDURES

Category: Financial

Title: TUITION PAYMENT POLICY

PAYMENT OF TUITION

A tuition bill for the semester will be mailed to each student before the beginning of the semester. Payment in full is due by the date indicated on the invoice. Payment in the form of cash, check, money order, Visa or Master Card should be made by mail or in person to the Thomas Jefferson University Tuition Office, 521 Scott Building, 1020 Walnut Street, Philadelphia, PA 19107. Payment by Visa or Master Card may be telephoned into the Tuition Office at (215) 503-7669. Payment by mail should be sent in the envelope provided and mailed to reach the University by the due date.

DEFERRED PAYMENT

Students may enroll with Tuition Management Systems (TMS), the University's tuition payment services partner, to arrange to pay tuition in monthly installments. To participate, a student may contact TMS at 1-800-722-4867 or obtain information about this payment option at the University Tuition Office prior to the beginning of classes.

DISPUTE OF TUITION BILL

If a student disputes activity appearing on a tuition bill, the student should contact the following offices prior to the due date of the bill. Questions regarding the charges appearing on a tuition bill should be directed to the University Registrar's Office, G-22 Curtis Building at (215) 503-8734. The charges are determined by the student's full-time/part-time status and the course(s) for which the student has registered. Questions regarding financial aid should be directed to the University Financial Aid Office, G-1 College Building at (215) 955-5585. Questions regarding health insurance fees should be directed to the University Tuition Office, 521 Scott Building at (215) 503-7669.

TUITION PAID BY THOMAS JEFFERSON UNIVERSITY

A *Tuition Assistance Application* must be completed each semester if you are a full-time employee of the University and eligible to receive tuition benefits. This form may be obtained from the Department of Human Resources, 1st floor Martin Building. Completed forms, approved by the employee's Department Head, should be submitted to the following address: Employee Benefits Office, Human Resources Department, Room 109 Martin Building or Human Resources Department Employee Services, Room 2160 Gibbon Building. If an employee requires specific information about the tuition assistance program, contact the Employee Benefits Office at (215) 503-8100.

TUITION PAID BY STUDENT'S EMPLOYER OTHER THAN THOMAS JEFFERSON UNIVERSITY

A student may request deferment if participating in a tuition assistance program offered by an employer other than Thomas Jefferson University. To be eligible, a letter on employer letterhead stating the student's name, the exact amount of the tuition assistance, and a statement that reimbursement will be made directly to Thomas Jefferson University within three

weeks of the issuance of grades must be submitted to the Tuition Office, 521 Scott Building, 1020 Walnut Street, Philadelphia, PA 19107 no later than the due date for the tuition bill.

EFFECT OF FINANCIAL AID ON TUITION BILL

Questions regarding financial aid awards should be addressed to the University Financial Aid Office, G-1 College Building at (215) 955-5585.

Grant and Scholarship

A student's tuition bill will reflect a credit for half of the annual award on each semester.

Stafford Loan Checks

Alternative Checks

A Stafford Loan is a loan taken by a student to pay tuition and other authorized education expenses. Once a Stafford Loan check or any other type of loan has been awarded, a deferment for the full amount borrowed for each semester will be placed on a student's account. Once the University receives the check from the lender, a post card will be mailed to the student to report to the Tuition Office, 521 Scott Building to endorse the check. If payment is sent to the Tuition Office by electronic transfer, a letter will be sent to the student indicating that the funds have been received and advising whether or not the loan produced a refund.

Plus Loan Checks

A Plus Loan is a loan taken by a family member to pay tuition or other authorized education expenses on behalf of a student. A deferment will be placed on a student's account for the full amount borrowed for each semester. Once the University receives the check, it will be sent to the borrower by certified mail. The borrower should endorse the check and return it to the Tuition Office, 521 Scott Building, 1020 Walnut Street, Philadelphia, PA 19107 either in person or by certified mail. The Tuition Office will then place the payment on the student's tuition bill.

PROMISSORY NOTES

If a student is awarded a Health Professions Student Loan, National Direct Loan, Loan for Disadvantaged Students, Primary Care Loan, Perkins or an Institutional Loan, a promissory note will be required. The promissory note and instructions will be mailed to the student and should be returned to the Tuition Office, 521 Scott Building either by mail or in person. Once these loans have been applied to a student's account, a letter will be sent to the student indicating that the funds have been received and advising whether or not the loan produced a refund.

REFUNDS

If the amount of a loan or other financial aid award is greater than the charges on a student's account, the balance will be refunded to the student. If a Stafford loan or promissory note is posted to a student's account by Monday at 3:00 p.m., the refund check will be available after 11:00 a.m. on Friday. If aid is posted after 3:00 p.m. on Monday, the refund check will be available the following Friday after 11:00 a.m.

LATE FEES

If a student's tuition bill is not paid by the due date at the beginning of each semester, a \$25.00 late fee will be assessed. If the bill is not paid in full upon receipt of a second bill, an additional \$25.00 late fee will be assessed. If at that time your invoice is still not paid, collection procedures will begin.

RETURN CHECK FEES

A \$25.00 fee will be assessed to a student's account any time a payment is made and the check is returned by the bank to the University unpaid. If a second check is returned from the bank during the same academic year, an additional \$25.00 fee will be assessed. Tuition payments for the remainder of the academic year will not be permitted by personal check.

FAILURE TO PAY TUITION

Failure to pay a tuition bill in full when due will result in the revoking of University privileges including but not limited to issuance of grades, issuance of transcripts, registration for subsequent semesters, participation in graduation ceremonies, awarding of a degree and participation in classroom examinations. It is imperative that a student contact the University Registrar's Office at (215) 503-8734 if the tuition charges are disputed or the Tuition Office at (215) 503-7669 if extenuating circumstances exist regarding payment.

COLLECTION PROCEDURES

If an outstanding balance exists after the third tuition bill, a letter will be sent to a student noting the account must be current in two weeks or it will be considered for collection. If an outstanding balance remains after the two weeks, the University will issue a final letter giving 10 days to pay in full. If the student's account is not paid in full after 10 days, including all late fees, the account will be referred to a collection agency. A student will then be responsible to pay the tuition bill and related late fees as well as collection costs.

(Signature on File)

Richard J. Schmid Vice President for Finance/Chief
Financial Officer