
The payment of charges for tuition, fees, room, and board is part of the registration process. Troy University encourages full payment of all tuition and related fees by the last day of the regular registration period for the current semester or term. Payment of fees may be made on-line using Trojan Web Express or at the office of the Student Financial Services. Troy University accepts Visa, MasterCard, Discover, American Express, e-checks, money orders, checks, and cash.

Troy University offers a tuition and fees payment plan which helps in budgeting college costs but requires financial planning by students and their families.

Students are required to pay all previous term balances and one-third of all semester charges by the last day of regular registration for the current semester or term in order for registration to be complete. Students with an account balance after the first payment due date will be assessed a \$25.00 payment plan fee. To meet the one-third requirement, students may apply the following:

Awarded institutional scholarship

Awarded financial aid

Payment by cash, check, money order, or credit card

The remaining semester balance may be paid in two installments. Failure to pay the entire balance of tuition and fees by the third payment date will result in a late fee of \$50.00. Also, failure to satisfy financial obligations to the University will result in having a restriction placed on future class registrations, possibly having the account assigned to a collection agency, and non-release of transcripts. *The essential ingredient for a successful registration is for students to plan early.*

For this option, the student will need to complete, print and mail the third party form to the designated address. The third party form is available on www.TrojanOneCard.com.

Regardless of how students choose to receive their funds, they need to activate their Trojan OneCards. Students are required to activate their Trojan OneCards and make refund selections online at www.TrojanOneCard.com.

Troy University acts as an agent holding miscellaneous scholarship funds from donors to be applied to the accounts of students. All transactions relating to a funds-held account must take place at the office of Student Financial Services.

See the index for additional information regarding drop and withdrawal.

Administrative Drops: The Provost or his/her designee will determine whether an administrative drop/add is appropriate. No administrative drop/add will be processed without the signature of the Provost or his/her designee. Requests for administrative drops will be handled on a case-by-case basis.

Non-administrative Drops: Student charges are not reduced for non-administrative drops. A drop fee will be charged for non-administrative course drops.

Official withdrawal will result in 100% refund of charges for tuition, laboratory fees, technology fees and student activity fees through the first week of classes (five calendar days from the term's class begin date.) No refund of these charges will occur after the first week of class. For weekend classes, no reduction of charges will occur after the second class meeting.

Withdrawal fee: A fee will be assessed at the time of withdrawal.

Ineligibility for refund: A student who is withdrawn by the University for disciplinary reasons or non-payment is not eligible for refunds of any nature.

Application for admission fee: This fee is non-refundable.

Housing application fee: This fee may be 50% refundable, depending on any housing violations.

Housing charges: Room/apartment rent is non-refundable once the term begins.

Board charges: Meal plans are refundable on a pro-rata basis in units of one week. A fractional part of a week will be counted as one week.

Special note: Students who register, do not attend, and do not follow official withdrawal procedures will be responsible for all semester charges including room and board.

Refunds will be applied to any outstanding obligations and to any scholarship, grant, or loan received for the semester or term.

Students may encounter extenuating circumstances that warrant an exception to the refund policy.

In addition to the above, if a student is a recipient of Title IV aid [Pell Grant, Supplemental Education Opportunity Grant (SEOG), Stafford Loans, Plus Loan, and Perkins Loan], federal regulations administered through the U.S. Department of Education will apply. If a recipient of Title IV aid withdraws during the term, the university will calculate the amount of aid the student did

not earn, and the unearned portion will be returned to the Title IV programs. The student is responsible for any charges which are unpaid as a result of the return of Title IV funds.

Generally speaking, a student earns Title IV aid based on the number of days completed during the term prior to withdrawal. Once 60% of the term has been completed, the student is considered to have earned 100% of the Title IV aid awarded.

To initiate withdrawal from the university, students should contact their respective campus registrar. *See the index for additional information regarding drop and withdrawal.*

In-state or out-of-state status concerns or questions should be directed to the office of Admissions/Enrollment Management.

Students who use campus parking are required to purchase parking decals.

Troy University's E-Commerce system allows students to use the latest technology to complete business transactions with the University. Using the Web Advisor program, E-Commerce offers the following on-line features to students:

- The ability to pay tuition and various fees by using a credit card

- The ability to view a summary of account balances

To view this feature, visit Trojan Web Express at www.troy.edu.