

Payment of Tuition and Fees

Terms and Conditions

By enrolling at the University of St. Thomas, students understand that they must follow the formal add/drop and withdrawal procedures of the University and that non-attendance does not automatically withdraw them from a course or from the University. Furthermore, enrollment indicates that students agree to pay all collection expenses, including reasonable attorney's fees, which the University may incur if they do not fulfill the payment obligations as set for them by their enrollment. The cost of collection expenses may be up to 50% of the balance due.

Payment or payment arrangements are due prior to the start of the semester. Tuition, fees and other charges not covered by financial aid or other means must be paid by the due date. Students not meeting payment deadlines, not making sufficient payment arrangements or not honoring payment arrangements made will be subject to a late payment fee and/or administrative withdrawal from the University.

Cash or Checks

The University accepts cash and checks with the proper identification. Checks returned for any reason will be charged a \$30 returned check fee.

Credit Cards

Credit card payments (American Express, MasterCard, Visa and Discover) may be made online via myStThom at www.stthom.edu through a third-party servicer. A convenience fee will be assessed for each credit card payment. The University of St. Thomas does not accept credit card payments.

E-Checks

E-check payments are available online via myStThom at www.stthom.edu without a convenience fee. E-checks are utilized with the banking information available on most paper checks.

Payment Plans

The University offers a monthly payment plan option administered by a third party for tuition, fees, campus housing and meal plans. The plan is an interest free way to pay educational expenses in monthly installments during the academic term. There is a \$35 participation fee for each payment plan and a \$30 missed payment fee when applicable.

Payment plans must be set up prior to the start of the semester. Payment plans are set up online through the student's myStThom account via the University's website at www.stthom.edu. The student must be registered for the term and have a balance for the term to set up the payment plan. Any anticipated financial aid for the term is deducted from the charges, and the balance is divided among monthly payments for the rest of the term. Payments are made directly via direct debit or direct credit card charge. Credit card payments will be assessed a convenience fee for each transaction. Students who fail to fulfill the obligations they have agreed to under a payment plan are ineligible to enroll in the payment plan in subsequent semesters and may be administratively withdrawn from the University.

Company Deferments

The University allows students to defer tuition and fee charges until the end of the term if they are eligible for employer tuition reimbursement programs. At the time of registration, eligible students must submit to the

Office of Student Financial Services a letter from the employer certifying eligibility for the program for the current term as well as the percentage of reimbursement granted. Any percentage of tuition not covered by the employer reimbursement must be paid at the time of registration. Students are required to sign a promissory note and pay a non-refundable \$75 fee per deferment by cash or check. Students who fail to fulfill the obligations they have agreed to under a company deferment plan are ineligible to enroll in a company deferment plan in subsequent semesters and may be administratively withdrawn from the University.