

**MAKING PAYMENT**

Telephone (credit cards): 740-376-4619 or 1-800-274-4619  
Mail: Marietta College, Student Accounts, 215 Fifth Street, Marietta, OH 45750  
In Person: Irvine Building, Cashier's Window, Hrs: Mon- Fri 9am-4pm

**BILLING INFORMATION**

Student Accounts: 740-376-4619 or 800-274-4619  
Student Accounts Email: mcbill@marietta.edu  
Cashier: 740-376-4726  
Financial Aid: 740-376-4712 or 800-331-2709  
Meal Plans: 740-376-4786  
Parking Permits/Fines, ID Cards/Replacements: 740-376-4611  
Registrar/Records Office: 740-376-4731  
Residence Life: 740-376-4736  
Student Employment: 740-376-4501

**FINANCIAL OBLIGATIONS**

Tuition and fees for ALL students, including those whose tuition has been deferred, become an obligation for the term in question in accordance with the provisions of the Drop/Refund Policy as explained in the Marietta College Undergraduate Program Catalog. This financial obligation is between the student and Marietta College.

It is your responsibility to make sure payments arrive in time to be posted to your account before the due date. Please allow at least five (5) days for mail delivery. International, APO, and FPO should allow a longer time for delivery.

Tuition and fees are due in full by the due date. A student must affirmatively withdraw from a class or classes to be eligible to take advantage of the College's Drop/Refund Policy. Failure to make payment of any indebtedness to Marietta College by the due date is considered sufficient cause by Marietta College to: (1) involuntarily withdraw the student from a class or classes; (2) withhold diploma, scholastic certificate, or transcripts; (3) bar student from College Housing; (4) suspend college services & privileges; (5) assign account to a collection agency; and (6) report student as delinquent to a credit bureau. Marietta College may take any or all of these actions at its option.

**BILLING INFORMATION**

Bills are due in full on the last business day of the month. Contact Student Accounts for information on deferred payment plan options. Students must be financially cleared in order to attend classes, register for subsequent semesters, move into residence halls, eat in the college dining facilities, and participate in college activities.

Notice to Tuition Management System (TMS) Participants: It is important to compare your balance due to your budgeted payment amount with TMS. Any miscellaneous charges not covered by your TMS monthly payment plan should be paid monthly to Marietta College by the statement due date to avoid penalty.

If you are expecting financial aid, please note that because of state and federal financial aid regulations, not all of your financial aid may credit to your first account statement at the beginning of the semester. Financial aid that has not been confirmed will be identified as PENDING FINANCIAL AID on your

Per the Federal Register, provision 34 CFR part 668, all institutions must receive authorization from Title IV recipients to apply excess funds to non-allowable charges (or charges exceeding tuition, room, board, and fees). Such non-allowable charges may include: damage deposits, finance charges, late registration fees. Please complete, detach, and return the Title IV Authorization Form to authorize Marietta College to apply excess Title IV funds to your account to pay for non-allowable charges. This authorization remains valid through subsequent award years. It can be rescinded at any time, in writing, and will become effective on the date received by Student Accounts.

If this signed authorization is not received, you will automatically receive a refund **IF** the total of the Title IV funds credited to your account exceeds the amount charged for tuition, room, board, and fees. You will be responsible for non-allowable charges as they are incurred and after 30 days finance charges will be assessed. If the credit results from the application of a PLUS Loan, the refund check will be mailed to the parent unless otherwise indicated below. Other Title IV refunds will be given directly to the student. **TO BE VALID - PLEASE CHECK ONLY ONE:**

I authorize Marietta College to use any credit created by Title IV funds to pay for non-allowable charges. I will receive a refund of any credit balance upon request.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_ ID#: \_\_\_\_\_

I authorize Marietta College to use any credit created by PLUS Loan funds to pay for non-allowable charges. Please apply this credit to student account # \_\_\_\_\_.

Please check one:  
\_\_\_\_ I wish for my student to receive the remaining credit balance.  
\_\_\_\_ I wish to receive a refund of any credit balance.

Parent/Borrower Signature \_\_\_\_\_ Date: \_\_\_\_\_

statement. You have the right to decline all or a portion of any federal loan disbursement by contacting the financial aid office within 14 days of the first statement indicating the loan disbursement.

**CALCULATION OF FINANCE CHARGE**

Your finance charge is calculated on the balance from your previous statement, less any payments made during the billing cycle. A finance charge of 1.5% monthly will be applied to unpaid balances with the exception of students enrolled in the TMS Plan, in which case no finance charge is assessed unless the account is delinquent, in which case a 1.5% monthly finance charge will be applied. If you pay your bill in full each month by the payment due date you will not be assessed a finance charge. An account is considered delinquent if the full payment due is not received and posted to your account by 4:00 p.m. on the payment due date listed on the statement.

**LATE FEES**

Payment of charges is due approximately three weeks before the first day of class. Students making payments after the due date are subject to a late payment fee of \$150.00.

**ADDRESS CHANGES**

You may correct your billing address by contacting the Registrar/Records Office. If you wish to have a copy of your statement sent to another address, you must contact Student Accounts.

**PRIVACY RIGHTS**

Marietta College strives to protect the identity of its students by complying with the Family Educational Rights & Privacy Act. Social Security numbers are used only as required by law or to conduct College business.

**SUMMARY OF FEDERAL BILLING RIGHTS**

If you think that your bill is incorrect, or if you need more information about a particular transaction, submit your question in writing to: Marietta College Student Accounts, 215 Fifth Street, Marietta, OH 45750. For a full disclosure visit [www.marietta.edu](http://www.marietta.edu)

We must hear from you at this address no later than sixty (60) days from the date the first bill on which the error or questioned transaction appeared. You may telephone our office, but doing so will not preserve your rights. In your letter, provide us with the following information:

- 1. Your name and Marietta College ID number.
- 2. The dollar amount of the suspected error.
- 3. A description of the suspected error and explanation of why you believe it to be an error.

You are not required to pay the amount in question while we are investigating, but you must still pay the charges on your bill that are not in question. While we investigate your inquiry, we cannot report you as delinquent or take any action to collect the amount you question.