

# IMPORTANT ACCOUNT INFORMATION

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## ALTERNATIVES TO ONLINE PAYMENT

**Mail:** Marietta College, Student Accounts 215 Fifth Street, Marietta, OH 45750

**In Person:** Irvine Building, Cashier's Window, Hrs: Mon– Fri 9am–4pm

## BILLING CONTACT INFORMATION

Student Accounts: 740-376-4619 or 800-274-4619

Student Accounts Email: [mcbill@marietta.edu](mailto: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 on 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

Payment is due in full by the due date listed on your eBill. Contact Student Accounts for information on 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.

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 eBill statement at the beginning of the semester. Financial aid that has not been confirmed will be identified as PENDING FINANCIAL AID on your eBill. 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 eBill indicating the loan disbursement.

## LATE FEES

There will be a \$50 late fee applied to all accounts that are not current by the due date.

## ENROLLMENT FEES

After the Semester due date, there is a \$150 enrollment fee to enroll in the Pioneer Three Payment Plan.

## REFUNDS

Each semester, refunds will be issued approximately 4-6 weeks after the date designated as the last date to add/drop classes per the Academic Calendar. Refunds can be requested prior to add/drop date, but there are no exceptions as to when they will be available. Refunds will not be issued on **pending** financial aid.

Marietta College must receive authorization from Title IV recipients to apply excess funds to non-allowable charges. See the Title IV form for further details.

If the total of the Title IV fees credited to your account exceeds the amount charged for tuition, room, board, and fees, you will automatically receive a refund, even if a signed authorization is not received. You will be responsible for non-allowable charges as they are incurred. If the credit results from the application of a PLUS Loan, the refund check will be mailed to the parent unless otherwise noted. Other Title IV refunds will be given directly to the student.

## ADDRESS CHANGES

You may correct your address by contacting the Registrar/Records Office.

## PRIVACY RIGHTS

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

In addition, FERPA prohibits College employees from discussing and/or providing certain information to anyone other than the student. Any student who wishes to permit other individuals access to financial records may do so by signing an [Authorization to Release Financial Information](#) and submitting it to the Student Accounts Office.

## 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.

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 date and 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 your suspected error. However, 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.