PAYMENT OF FEES

The Student and University Billing Office distributes all tuition bills electronically. The electronic bill or eBill, process works as follows:

- When tuition bills are ready each term, students receive an email on their TU account instructing them to view their bill at the eBill webpage, click Payments and Billing for additional information. Students access this website via their Student Center on Towson Online Services.
- Students can grant restricted access to parents, guardians, employers or other third parties to view and/or pay tuition bills by clicking on Payments and Billing, eBill, then Online Payment for instructions.

Students and/or third parties have the following options for making a payment:

- Cash: The Student and University Billing Office Payment Center is open 8:30 a.m. – 4:00 p.m., Monday-Friday, and is located on the third floor of the Enrollment Services Center.
- Check or money order. Please make checks or money orders payable to Towson University and include the student's TU ID number on the front. Checks or money orders may be mailed or brought directly to the Student and University Billing Office Payment Center. For mailing information, please see the Payment Options.
- eCheck/ACH: Payments may be made online by eCheck/ACH through TU's eBill and Payment System. Instructions on how to do so may be found on the Payment Options page of the eBill webpage.
- Credit card: *The Student and University Billing Office does not accept in-person or mailed credit card payments*. However, credit card payments may be made online via TU's eBill and Payment System under Payment Options. All bill payments made with a credit card are processed by a third-party vendor and are assessed a 3.0 percent convenience fee (minimum $3) on the payment amount. Visa, Discover, MasterCard, and American Express credit cards can be used for tuition, fees, room, dining plans and other charges.
- Deferred Payment Plan: TU offers the Tiger Installment Plan (TIP) that extends to students or third parties a monthly budget plan for meeting the cost of tuition, university fees, and on-campus housing and meals each term. Some student housing facilities (listed below) are privately operated, and rent is not included as part of TU's term billing. Rent payments for these facilities—Millennium Hall, and Harris and Tubman Houses—are to be paid to Capstone Management and therefore cannot be included in a deferred payment plan. For more information about TU's Tiger Installment Plan options can be found under Payment Plan on the eBill webpage or call the Student and University Billing Office at 410-704-2100.

It is imperative that students adhere to the payment deadlines. To avoid the cancellation of their class schedule, payment in full must be received or an officially enrolled Tiger Installment Plan must be established by the bill payment due date found on their eBill. Completing the bill payment requirement will secure a student's class schedule for the term.

If a student's account reflects a credit or zero balance and they choose NOT to attend the upcoming term, they MUST drop all of their classes by the end of the Change of Schedule period in order to receive a 100 percent refund of tuition and fees. Students must withdraw online through Self Service. To withdraw online, login to Towson Online Services and click on Self Service; Student Center; Enroll/Drop. Notification to the instructor does not constitute a proper withdrawal.

Regardless of their account balance, if a student fails to withdraw in the proper manner and time frame, they will be financially responsible for all term charges. A $150 late fee is assessed to any student who does not pay in full or establish an official payment plan with TU by their bill payment deadline.

WARNING: Payment of an electronic tuition bill (eBill) is the responsibility of the student and is due as outlined on the eBill webpage. Notification that an eBill has been issued is communicated to each student via their TU campus email. Failure to satisfy the eBill statement balance does not discharge the financial obligation, including any late payment assessments. If a student does not receive an eBill notification at least one week prior to their payment due date, they should call the Student and University Billing Office at 410-704-2100. Students are responsible for paying their tuition and fees by the due date even if they do not receive an eBill notification.

Students with outstanding balances from prior terms are prohibited from enrolling in future terms until the outstanding balance is satisfied. In addition, students with outstanding balances are not allowed to receive University services, including schedule changes, or diplomas, until the balance owed to the University is satisfied.

Any account with an outstanding balance that has a service indicator blocking University services must be paid via a certified check, credit card or cash in order for the service indicator to be removed immediately and the student eligible for all University services immediately. If payment for the outstanding balance is submitted via electronic funds transfer, a 5-business-day hold will be placed on the student's account before University services are restored in full. This period is necessary in order to allow time for the payment to be presented and processed by the payer's financial institution.

Students who are not paid in full by the payment due date for the term may be subject to a $150 late-payment fee.

TU's policy, which is supported by the legislative auditors of the State of Maryland, is that *all previous balances must be paid prior to registration for the following academic term*. All payments are used to satisfy the oldest outstanding charge prior to applying any portion of a payment to current or more recent charges. Should the account of any student become delinquent and be sent to the Central Collection Unit of the State of Maryland, a late collection fee of $25 will be imposed by TU and a collection fee not to exceed 20 percent of the outstanding balance will be charged to the student by the Central Collection Unit of the State of Maryland. In accordance with COMAR Title 17, Subtitle 01, Chapter 02, Section 01 through 05, the Central Collection Unit of the State of Maryland may report debt to a credit bureau and begin intercepting Maryland income tax refunds of individuals indebted to the state colleges, universities and state agencies. Students with outstanding balances should contact the Student and University Billing Office. Future registration and diploma requests, will not be honored if a student has a financial obligation to TU. Payments made by check will be subjected to a waiting period of 5 working days prior to transcripts or diplomas being released or refunds being processed.

PLEASE NOTE: TU will retroactively bill when coding errors are identified.