



CARROLL COLLEGE PAYMENT OPTIONS

SEMESTER PAYMENT Semester Billing Statements are mailed to students each semester. Fall bills are mailed in early June to students at their home address. Spring bills are mailed in early December to students at their campus mail box. The semester balance or installments can be paid with cash, check or credit card (Visa, MasterCard or Discover) in person, by mail, telephone or online at the Carroll Square at <http://thesquare.carroll.edu/ics>. Payment fall semester is due August 8, 2008 and spring semester is due January 2, 2009.

INSTALLMENT PLANS Students choosing to pay their semester bill by installments can use the Early Pay Five (5) Month Plan or the Semester Four (4) Month Plan. Payments are due on the first day of the month and delinquent if not received by the 20th day. Delinquent accounts are subject to a \$25 late fee. A \$35 set up fee is charged each semester and included with the first installment. Both plans are interest free. Students electing to pay by installments must renew the agreement every semester.

EARLY PAY FIVE-MONTH PLAN The Early Pay Five-Month Plan is offered to full-time students. The semester balance is divided into five (5) installments. Fall semester installments begin July 1 and continue through November. Spring semester installments begin December 1 and continue through April. Enrollment opportunity ends July 20, fall semester and December 20 spring semester. Late enrollment is not offered.

An agreement for the Early Pay Five-Month Plan is included with the fall semester billing statement, mailed in early June. Spring semester, an agreement is included with the spring billing statement for those students who participated fall term.

SEMESTER FOUR-MONTH PLAN The Semester Four (4) Month Plan is available to full and part-time students. The semester balance is divided into four installments. The first installment fall semester is due August 2, 2008 with subsequent installments due through November, 2008. Spring semester the first installment is due January 2, 2009, with subsequent installments due through April, 2009.

Information on applying for the Semester Four-Month Plan can be obtained by calling the Business Office at 406-447-5547 or 5428.

REFUNDS Students who receive loans, grants, or scholarships that are greater than the cost of tuition, fees, room and board will automatically receive a refund if the credit is greater than \$100. Credit balances resulting from a PLUS loan will be refunded and mailed to the borrower of the PLUS loan unless otherwise designated.

Refund checks are available on the first day of class if the Business Office has received loan funds or scholarships and the signed semester billing statement by August 8, 2008 fall semester and January 2, 2009 spring semester.

Refunds not available the first day of class are processed weekly as funds are received. Checks are available for pick up on Fridays after 1 p.m.

By signing a request form in the Business Office, credit balances can be left on the student's account to be applied towards a subsequent semester.

QUESTIONS? If you have questions stop by, call or e-mail the Business Office, 406-447-5547 or 5428, e-mail: dmcnulty@carroll.edu or mworthin@carroll.edu. Office hours are 9 a.m. to 4 p.m., Monday through Friday, except holidays.