
The payment of charges for tuition, fees, room, and board is part of the registration process. Troy University encourages full payment of all tuition and related fees by the last day of the regular registration period for the current semester or term. Payment of fees may be made on-line using Trojan Web Express or at the office of the Student Financial Services. Troy University accepts Visa, MasterCard, Discover, American insie-ceone-third of all semester charges by the last day of regular registration for the current semester or term in order for registration to be complete. Students with an account balance after the first payment due date will be assessed a \$25.00 payment plan fee. To meet the one-third requirement, students may apply the following:

- Awarded institutional scholarship
- Awarded financial aid
- Payment by cash, check, money order, or credit card

The remaining semester balance may be paid in two installments. Failure to pay the entire balance of tuition and fees by the third payment date will result in a late fee of \$50.00. Also, failure to satisfy financial obligations to the University will result in having a restriction placed on future class registrations, possibly having the account assigned to a collection agency, and non-release of transcripts. *The essential ingredient for a successful registration is for students to plan early.*

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- At least one third of all tuition, fees, and charges are payable by the last day of regular registration. When a student registers during the late registration period, at least 1/3 of all tuition, fees, and charges are due at the time of late registration. The remaining balance will be required in two payments due approximately one month apart. Failure to pay all charges by the third and final payment date will result in a late payment fee.
 - Registration is not complete until all previous term balances plus one third payment of tuition, fees, and charges or satisfactory arrangements through approved scholarships, sponsorships, financial aid, etc. have been made.
 - It is the responsibility of the students to pay account balances by the established payment due dates.

All financial or other obligations to the University must be cleared prior to the end of each semester or term. An outstanding balance for a prior semester or term must be paid before the student will be allowed to register for subsequent semesters or terms. Transcripts will not be issued if financial obligations have not been satisfied. Failure to meet financial obligations to the University could subject the student to additional late payment charges, as well as collection costs.

In addition to registration expenses, miscellaneous expenses may be incurred by students. These charges are payable when incurred.

If, by the last day of regular registration, the University has in its possession any funds payable to the student, the University reserves the right to withhold funds necessary to pay the outstanding balance and cover any collection costs incurred. Once accounts are paid, any remaining balance will be refunded to the student.

All financial regulations, fees, or charges are subject to change as conditions warrant.

Student bank loans are disbursed each semester or term. Most bank loans are disbursed electronically. Students may reference their promissory note for loan disbursement dates to determine when to expect loan proceeds. All loan applicants are required to participate in an entrance interview on the web at www.KHEAA.com concerning their financial obligation as recipients of loan funds.

Each registered Troy University student will receive a Trojan OneCard. The Trojan OneCard will be mailed to the student using the address on file with the University. To receive any refunds from the University, a student must activate his or her Trojan OneCard. During card activation, the student will choose how to receive his or her refund money. Options available include having the refund:

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The OneAccount from Higher One is a fully functioning, FDIC insured, free checking account that allows a student to access his or her refund quickly and easily. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With the OneAccount, a student may use his or her Trojan OneCard to make purchases anywhere Debit MasterCard is accepted. The student will receive an e-mail when a refund has been directly deposited to the OneAccount. The student may view detailed activity of the OneAccount by accessing the OneAccount Statement online at www.TrojanOneCard.com.

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For this option, the student will need to complete, print and mail the third party form to the designated address. The third party form is available on www.TrojanOneCard.com.

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A student may choose to receive his or her refund in the form of a paper check. The paper check will be sent to the student via regular mail and may take five to seven business days from the day the University releases the funds.

Regardless of how students choose to receive their funds, they need to activate their Trojan OneCards. Students are required to activate their Trojan OneCards and make refund selections online at www.TrojanOneCard.com.

Troy University acts as an agent holding miscellaneous scholarship funds from donors to be applied to the accounts of students. All transactions relating to a funds-held account must take place at the office of Student Financial Services.

See the index for additional information regarding drop and withdrawal.

Course Drops — Contact the Registrar for drop/add procedures.

Administrative Drops: The Provost or his/her designee will determine whether an administrative drop/add is appropriate. No administrative drop/add will be processed without the signature of the Provost or his/her designee. Requests for administrative drops will be handled on a case-by-case basis.

Non-administrative Drops: Student charges are not reduced for non-administrative drops. A drop fee will be charged for non-administrative course drops.

Withdrawal — Contact the Registrar for withdrawal procedures.

Official withdrawal will result in 100% refund of charges for tuition, laboratory fees, technology fees and student activity fees through the first week of classes (five calendar days from the term's class begin date.) No refund of these charges will occur after the first week of class. For weekend classes, no reduction of charges will occur after the second class meeting.

- *Withdrawal fee:* A fee will be assessed at the time of withdrawal.
- *Ineligibility for refund:* A student who is withdrawn by the University for disciplinary reasons or non-payment is not eligible for refunds of any nature.
- *Application for admission fee:* This fee is non-refundable.
- *Housing application fee:* This fee may be 50% refundable, depending on any housing violations.

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