



Billing Information

Fall 2009

The offices below are open 8:15 – 4:30, or by appointment, and all are located on the second floor of the Humphrey Center.

Registrar's Office – West Wing 515-263-2960

Business Office – East Wing (Center) 515-263-2807

Financial Aid Office – Far East Wing 515-263-2820

Academic timelines for Fall 2009 Semester:

Add a class: the first five days of the term. **(Last Day: August 28)**

Drop a class with no effect on your transcripts: the first five days of the term. **(Last Day: August 28)**

Drop a class with a W recorded on your transcript: **Last Day: October 23 for full semester; for accelerated session dates, see www.grandview.edu/userdocs/fall09schedule.pdf**

Withdrawal Before dropping or adding any class, a student must investigate how the change will affect their tuition charges and/or financial aid awards. After the add/drop period for each session, there will be **no reversal** of tuition for partial withdrawal. The catalog and course schedules have further details, and are available on the Grand View Web site.

Tuition charges are posted to your account at the time of registration. Final changes are determined on the fifth day of the term **(August 28)**. Unpaid account balances will prevent registration for future terms, will block the release of transcripts, and will be charged the equivalent of 18% interest (1.5% per month).

Statements are available online at <https://myview.grandview.edu> > MyCourses & Student Information > Current Statement. Statements are mailed to parents or other parties upon request, typically by the 5th of the month. In compliance with the Family Educational Rights & Privacy Act (FERPA), we are able to discuss a student's account **ONLY** with the student unless the student has signed a waiver in the Registrar's Office to enable release of financial and/or academic information.

Workstudy Paychecks are issued in the Business Office the 10th of each month. Employment paperwork (W-4s and I-9s) must be completed in the Career Center prior to being paid. Workstudy earnings may be applied to tuition accounts to pay tuition if the student chooses to do so, and **automatic deposit to the student's bank account is also available**. Arrangements may be made in the Business Office.

Parking Tickets are charged to student accounts, and unpaid fines will result in transcript and/or registration holds.

For further information, refer to the Student Handbook located online.

Payment Options

- Check, cash, or debit/credit card (MasterCard, Visa, Discover, and American Express)
- Tuition Payment Plans: Students have the option of selecting between a variety of payment terms. Payment Plan options are as follows:
 - 10 Equal Monthly Payments due on the 15th
 - Fall payments due August – December
 - Spring payments due January – May
 - 8 Equal Monthly Payments due on the 15th
 - Fall payments due September – December
 - Spring payments due January – April
 - 6 Equal Payments: One-third of balance due the first week of the session; one-third of balance due at the 50% point of the session; one-third of balance before the last day of class.
 - Fall payments due September 15, November 1, December 15
 - Spring payments due January 15, March 1, April 15

In order to set up a payment arrangement, please complete the Grand View Tuition Payment Plan form, available at <https://myview.grandview.edu/finances/busoff/default.aspx>. This form must be returned to the Business Office along with the \$50 enrollment fee. This fee allows for the deferment of tuition throughout the semester and waives late fees on the balance as long as the account remains in good standing.

- Third-party payment (Employer reimbursement, Vocational Rehabilitation, etc.): In order to defer account payment, we must have official documentation of eligibility from the third-party payment source **each semester**. For Employer reimbursement, a \$25 fee per semester is due by the tuition due date along with the Grand View Employer Reimbursement form, available at <https://myview.grandview.edu/finances/busoff/default.aspx>. Qualified students may defer payment for up to 30 days past the end of the term.

ALL BALANCES REMAINING UNPAID as of the due date WILL BE ASSESSED A 1.5% LATE PAYMENT FEE PER MONTH. Further registration will not be allowed and transcripts will be withheld until balance is paid in full.

Financial Aid refunds are issued beginning Wednesday of the 2nd week of school (September 2) and thereafter are issued twice weekly within 5 business days from the date the credit balance was created. All refund checks will be mailed immediately upon issue to the student's primary address. **Please visit the myView Web site to be certain that your address on file is correct.**

We encourage you to call any of these offices or come in if you have any questions!