



## CARROLL COLLEGE PAYMENT OPTIONS

### **FULL PAYMENT**

Pay each semester balance in full on or before the due date.

Fall 2009 payment is due August 7, 2009.  
Spring 2010 payment is due January 4, 2010.

### **INSTALLMENT PLANS**

Pay the semester balance over five months.

To set up an installment payment plan, print a copy of the Agreement available at this link: [\*Installment Payment Agreement\*](#). Complete the Agreement and mail it back to Carroll Business Office with your payment of the \$35 set up fee. Agreements are due by **June 15, 2009** for the fall semester and by **November 15, 2009** for the spring semester.

The first installment payment for the fall semester is due **July 1, 2009**. A payment is due on the first of each subsequent month with the last installment payment due November 1, 2009.

The first installment payment for the spring semester is due **December 1, 2009**, with payments due on the first of each subsequent month until the final payment due April 1, 2010.

A late charge of \$25.00 will be added to the account balance if payment is not received by the tenth day of each month.

### **Payment Methods**

Carroll College accepts Cash, Checks, E-Checks, MasterCard, Discover and American Express. We do not accept VISA effective 7/1/09. Credit Card payments may be made online only, and a convenience fee will be charged for credit card payments. E-Check payments from checking and savings accounts will be accepted online without a convenience fee. Please click on this link [\*Credit Card FAQs\*](#) for more information about credit card payments.

### **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. Students must sign a form to confirm receipt to receive their refund check.

Refunds not available the first day of class are processed weekly as funds are received. Checks are available for pick up on Fridays after 2 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, please stop by, call or e-mail the Business Office. 406-447-5547 or 5419, [dmcnulty@carroll.edu](mailto:dmcnulty@carroll.edu). Office hours are 9 a.m. to 4 p.m., Monday through Friday, except holidays.