
Off Campus Program Billing Information

TouchNet Statement

- When your bill is ready you will receive an e-Bill notification email in your Albion email account.
- Log into TouchNet to view your printable billing statement.

Student Account	ID: xxxxx [REDACTED]
Amount Due	\$5,684.00
View Activity Make Payment	

Statements	
Your latest eBill Statement Statement (7/11/18) - \$5,684.00	Click "View" to see printable paper statement  View

My Profile Setup	
	Authorized Users
	Electronic Refunds
	Notifications

Term Balances	
Spring 2018	\$0.00
Fall 2018	\$5,684.00



PROGRAM DEPOSIT

- The \$250.00 deposit signifies the student's intent to participate in the program.
- Cash, check, money order, debit or credit card can be processed at the Accounting Office cashier window.
- Payable to 'Albion College'.
- If you currently have a credit balance of \$250 or more on your student account, we will consider that credit your deposit. A \$250.00 credit must remain on your account and roll to the fall semester.



Albion College

611 East Porter Street
Albion, MI 49224
(517) 629-0507
<http://www.albion.edu>

07/11/2018
TERM: 201830

Albion College
Student Billing Statement

Sample Student
Street Address
City, State Zip

Student ID: 00XXXXXXX
Due: 08/20/2018

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		* PREVIOUS BILLED BALANCE *	\$ 0.00	
		- CURRENT CHARGES -		
201830	07/02/2018	Off Campus Administration Fee	\$1,500.00	
	07/02/2018	Off Campus Program Tuition	\$22,535.00	
	07/02/2018	Off Campus Program Room Chg	\$ 2,620.00	
		- CURRENT PAYMENTS -		
	03/21/2018	OCP Dep Fall '18		\$ 250.00
		* CURRENT BILLED BALANCE *	\$ 26,405.00	
201830		- AUTHORIZED FINANCIAL AID -		
		Albion Success Grant		\$ 900.00
		Albion Institutional Commitmen		\$ 4,700.00
		DASP Recognition Award		\$ 500.00
		Federal Direct Loan - Sub		\$ 2,721.00
		Federal Direct Loan - Unsub		\$ 990.00
		Forks of the River Scholarship		\$ 1,500.00
		Federal Pell Grant		\$ 1,035.00
		Presidential Recognition Award		\$ 7,875.00
		Referral Scholarship		\$ 500.00
		* AUTHORIZED AID BALANCE *		\$ 20,721.00
PAST DUE: \$ 0.00			TOTAL DUE: \$ 5,684.00	



Administration Fee

- The \$1,500.00 Administration Fee helps to defray the costs of maintaining relationships with over 120 international and domestic programs for Albion College students.
- This fee also helps to pay things such as non-refundable application fees that are often charged by programs when students apply.



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07/11/2018		Albion College		
TERM: 201830		Student Billing Statement		
Sample Student Street Address City, State Zip				Student ID: 00XXXXXXXX Due: 08/20/2018
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		- CURRENT CHARGES -		
201830	07/02/2018	Off Campus Administration Fee	\$ 1,500.00	
	07/02/2018	Off Campus Program Tuition	\$ 22,535.00	
	07/02/2018	Off Campus Program Room Chg	\$ 2,620.00	
		- CURRENT PAYMENTS -		
	03/21/2018	OCP Dep Fall '18		\$ 250.00
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Albion College

TUITION

- If you are attending a fall program you will be charged the Albion College fall tuition rate, \$22,535.00 which covers 3.0 to 4.5 units.
- If you are attending a summer program, you will be charged the Albion College summer tuition rate of \$3,000.00 per unit.
- If your program charges a tuition rate that is greater than Albion's rate, you will be charged the program's tuition rate.
- You will receive academic credit from Albion College.



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TERM: 201830

Albion College
Student Billing Statement

Student ID: 00XXXXXXXX
Due: 08/20/2018

Sample Student
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City, State Zip

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	07/02/2018	Off Campus Program Room Chg	\$ 2,620.00	
	03/21/2018	- CURRENT PAYMENTS - OCP Dep Fall '18		\$ 250.00
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PAST DUE: \$ 0.00			TOTAL DUE: \$ 5,684.00	



HOUSING & MEAL PLANS

- Please check with your program director to find out if your program offers housing and/or meal plan options.
- If you choose your programs housing and/or meal plan option, you will be billed exactly what the program bills Albion College.



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FINANCIAL AID & LOANS



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- Federal aid and loans will not pay out to your account until 10 days prior to the first day of classes on campus. Your aid will be in “Authorized Financial Aid” status on your first printable billing statement in July for the fall semester.
- “Authorized Financial Aid” is considered payment, and will decrease the balance due amount on your statement.
- Federal aid and loans pay out date for fall 2018 is August 17th.
- Any aid that remains in Authorized Aid status (did not pay out) after August 17th could have incomplete requirements that need to be addressed. You can contact Student Financial Service’s or the Accounting Office to get more information.

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
07/11/2018 Albion College TERM: 201830 Student Billing Statement				
Sample Student Street Address City, State Zip		Student ID: 00XXXXXX Due: 08/20/2018		
201830		* PREVIOUS BILLED BALANCE *	\$ 0.00	
		- CURRENT CHARGES -		
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Albion College

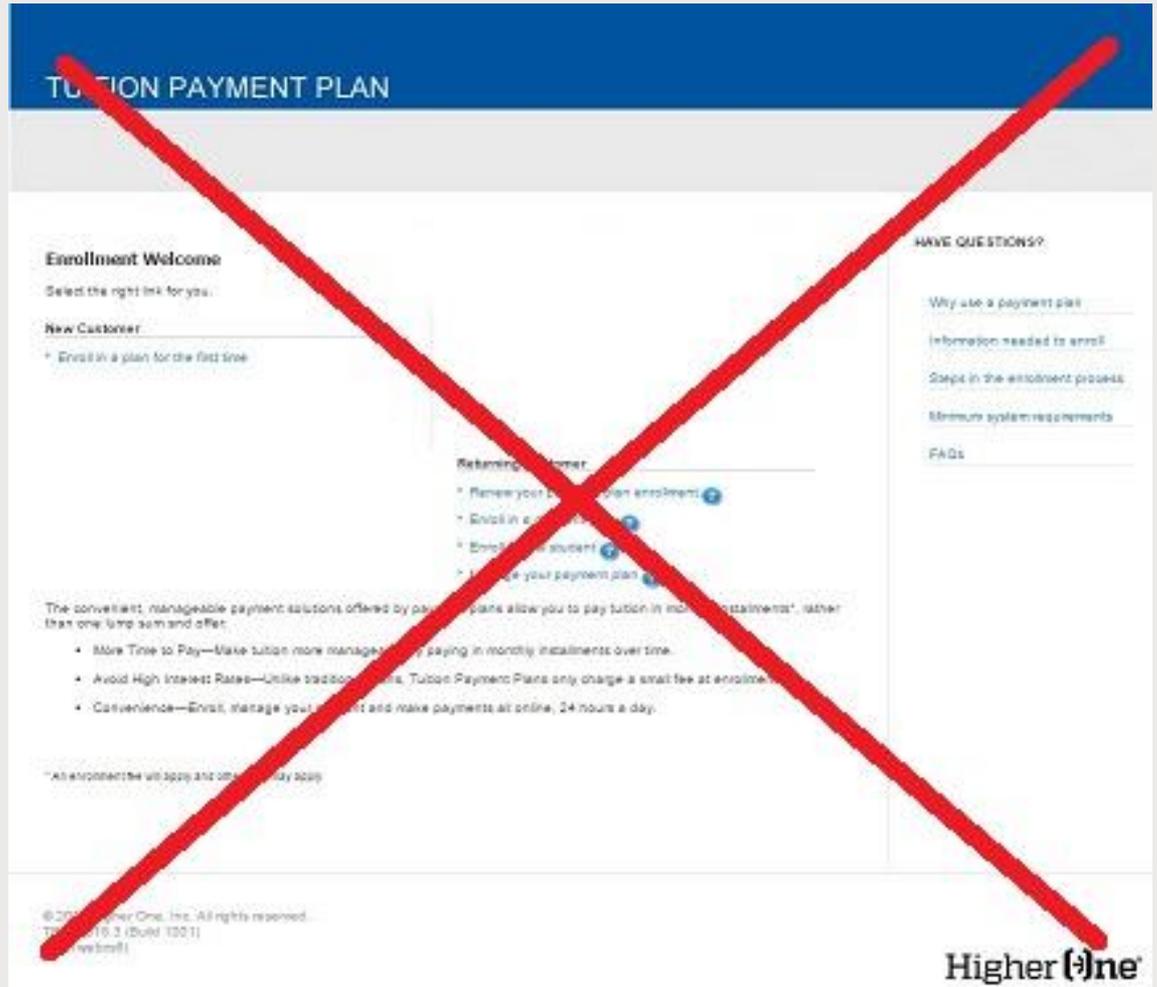
BILL DUE DATE

- Your off campus bill due date is the same as the on campus bill due date **unless** your program starts before the on campus bill due date.
- If your program starts **before** the on campus bill due date, you will pay your out of pocket obligation **before** you leave for your program.
- Fall due date is August 20.
- Summer due date is May 15.
- Spring due date is January 15.
- Albion College will not make payment to your off campus program until your payment obligation to Albion College has been met.



NO PAYMENT PLAN POLICY

- You must be paid in full before you can attend your off campus program.
- Albion College payment plans via TouchNet are not permitted.
- The Higher One tuition payment plans are not permitted.



TouchNet e-Refunds

- Set up your bank information in TouchNet for an electronic refund. Please do not confuse this process with direct deposit through payroll. It is a different process and must be set up separately from payroll direct deposit.
- The College does NOT automatically refund credit balance's from student accounts.
- Students must request refunds by emailing refunds@albion.edu from their Albion College email account.

Payment Plans Refunds Help

Student Account ID: xxxxx@albion.edu

Balance \$0.00

View Activity Make Payment

Click here →

My Profile Setup

- Authorized Users
- Payment Profile
- Electronic Refunds
- Notifications

Term Balances

Payment Plans Refunds Help

eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

Once you have set up your bank account information you must email refunds@albion.edu from your Albion College email account to request that your refund be processed. Please include your student I.D. number in the body of your email. Thank you!!

Current Refund Method

A Direct Deposit account for refunds has not been set up. **Set up bank account information here** → [Set Up Account](#)



IMPORTANT CONTACT INFORMATION

- Changes in classes or credit hours may impact your tuition bill. Please contact the Albion College Registrar's Office (517) 629-0216 or registrar@albion.edu.
- International programs contact the Center for International Education office (517) 629-0392 or cie@albion.edu.
- Domestic programs contact the Career & Internships office (517) 629-0332 or careers@albion.edu.

HAVE A GREAT OFF-CAMPUS PROGRAM EXPERIENCE!



Albion College