

Payments and Refunds

Payment of Accounts. Charges for tuition, room, board, and fees are due and payable at registration. Students are personally responsible to the College for payment of their financial obligations. Registration may be cancelled upon nonpayment. Students may log in to <https://my.georgetowncollege.edu> to view their schedule and bill online. Payment can be made on the GC ePayment tab within the "Finances" section of my.georgetowncollege.edu. No paper bills are sent. E-bills are sent to the student. Students can enroll parents/ spouses/others to receive e-billing or to access the Parent Portal version of my.georgetowncollege.edu. (Call 502-863-8700 for assistance.) Georgetown College accepts electronic checks on my.georgetowncollege.edu with a \$3.00 service charge. Georgetown College accepts VISA, American Express, Discover, or MasterCard on the Portal with a 2.5% service charge. Checks can be mailed to Georgetown College Attn: Student Accounts, 400 East College Street, Georgetown, KY 40324.

Payment Due Dates for 2023/2024

Session	Due Date
Fall 2023	August 1, 2023
Spring 2024	December 20, 2023

Current Student Accounts. While a student may have submitted a class schedule (registration) to the Office of the Registrar, a student's registration is only confirmed upon satisfactory completion of all financial obligations to the college. Completion of financial obligations may occur through payment in full of tuition, fees, room, and board less any applicable financial aid; covering the entire account balance with financial aid; or enrollment in the college's payment plan (Nelnet). This financial confirmation must occur by Registration Day as listed in the Academic Calendar.

Students who are not confirmed or have no satisfactory payment plan on record with the Student Accounts Office by Friday of the second week of classes forfeit their pre-registered courses and will be removed from all class lists and will be charged tuition, room, board, and fees according to the refund schedule. Students removed from classes may register again when all financial obligations have been settled; however, these students cannot be guaranteed space in their original classes. Students who fail to confirm registration by Registration Day will be required to vacate residence halls within 24 hours, will not be allowed to access campus services (including dining privileges), must pay for any room/ board charges incurred, and will be subject to the institution's refund policy.

All student accounts shall be paid in full by the end of each semester, including charges incurred during the semester (such as parking fines). Students whose accounts are not current at the end of a semester will not be allowed to pre-register for subsequent semesters or, if pre-registered, will have their registration removed (as above).

Past Due Student Accounts. Students with a past due account(s) will not be permitted to register or, if pre-registered, the registration will not be valid for the next semester, nor will the student receive a transcript or a diploma. At the end of each semester, any student with an open account assumes responsibility for all collection and legal fees, if any.

Nelnet Payment Plan Information. Most students are eligible for monthly payment plans through Nelnet. International students are not eligible for deferred or extended payment agreements because of US Customs and Immigration Service regulations.

Veterans attending Georgetown College under P.L. 550 are responsible for the fulfillment of financial obligations in the same manner as other students. The veteran should allow two months from the date the initial papers are sent to the Veterans Bureau to the first payment. Veterans are encouraged to initiate the paperwork well in advance of the first semester of college work under P.L. 550. Payment information and plan application forms are made available well in advance of the first payment due date. Per the Kentucky Approving Agency for Veterans Education, students must submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education. Students must submit a written request to use such entitlement and provide additional information necessary to the proper certification of

enrollment by the educational institution. The College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

Service Fee. A service charge of 1% will be charged each month on balances beyond 30 days. Even if a student expects all or a portion of the balance due to be paid from an outside source, such as the federal government, a local club, or a church, it is the student's responsibility to see that such amounts are received on time. The service fee will still be charged when applicable, even though further payments may be anticipated from such third-party sources. Students enrolled with Nelnet may be subject to service charges if their payments are late or their budget falls short of their account balance.

Refunds. Prorated refunds of charges billed will be made in the following circumstances: (1) withdrawal by the student due to illness or other reason subject to administrative review and approval (calculated from the date of submission to the Registrar and/or the Provost); (2) reduction of course load from full-time to part-time (calculated from the date of official receipt by the Registrar's Office); and (3) marriage, resulting in prorated refund of remaining room and board charges per the schedule below. Students suspended or expelled for conduct reasons will not receive any refund.

Refunds during summer and mini-terms also will be prorated. Service charges will not be refunded. Students who complete their enrollment under the provisions of a payment plan are bound to fulfill the terms of the agreement even though they may withdraw from the College prior to the close of the semester. Students who withdraw during the first six weeks of fall or spring classes may be eligible for a partial refund or partial cancellation of an unpaid balance, depending upon the portion of costs deferred and the amount of the refund as determined by the schedule below. The withdrawal process is completed when the student submits the withdrawal card to the Registrar's Office and signs a request for any applicable refund.

In all cases, student accounts will be billed for tuition, room, board, and fees for the fall or spring semester according to the following schedule:

- Week 1 – 0%
- Week 2 – 20%
- Weeks 3 & 4 – 40%
- Weeks 5 & 6 – 60%
- After Week 6 – 100%

Refund Schedule

Fall 2023	Spring 2024
08/16/2023-08/21/2023 - 100%	01/22/2024-01/28/2024 - 100%
08/22/2023-08/29/2023 - 80%	01/29/2024-02/04/2024 - 80%
08/30/2023-09/10/2023 - 60%	02/05/2024-02/16/2024 - 60%
09/11/2023-09/24/2023 - 40%	02/17/2024-03/01/2024 - 40%
After 09/24/2023 - 0%	After 03/01/2024 - 0%

Questions regarding the refund schedule should be directed to the Office of Student Accounts (Student_Accounts@georgetowncollege.edu).

Winter, May, and Summer session refund schedules are significantly reduced because the sessions are shorter; contact the Student Accounts Office at 502-863-8700 for the refund schedules for these terms.