Tuition Payment Policy

Tuition bills are emailed to students prior to the beginning of each semester. Unless a payment plan is in place, all appropriate tuition and fees are expected to be paid in full prior to the beginning of each semester. Students are responsible for communicating any financial hardship to the Financial Aid Office and/or Bursar prior to the start of classes. If students do not make a payment or communicate with Financial Aid or Bursar, by the end of the first day of class, they will be removed from Moodle, Exam Soft or any other teaching/learning platforms. **After the 15th of the month, the student will be immediately unenrolled from their courses. Access will be restored once 50% of the outstanding balance is received.**

Student invoices are available to view online on the Phillips School of Nursing Student Portal. The following steps can be taken to access the invoice online:

1. Click Financials tab
2. Click Billing Detail Summary link

Students can submit payments using the following methods:

1. Credit Card via Phillips School of Nursing Student Portal: Click on Financials tab, click Student Web Payment, modify payment amount, if necessary and identify the payment (i.e. tuition or toxicology). Click on Submit Payment
2. *Check or Money Order can be submitted to the Bursar Office, or mail to the School, payable to:
   Mount Sinai Phillips School of Nursing
   148 East 126th Street
   New York, New York 10035
   Attn: Bursar Office

   **The check must be postmarked prior to the due date.*

The recommended option to pay for any direct expenses (tuition, fees, etc.), is to utilize the Mount Sinai Phillips School of Nursing Student Portal.

1. **Full payment** – this is the regular and preferred payment option with all tuition and fees paid on or before the start of classes. ***Please note:*** *Employees of the Mount Sinai Health System and their immediate family (spouse or children) are entitled to a 10% tuition discount upon submission of appropriate documentation (e.g., valid work ID and Employee Discount Form).*
   ***Documents will not be accepted after the first week of class.**

2. **3-Month Deferred Payment Plan** – Deferred payment arrangements must be made with the Bursar's Office prior to the first day of classes. A one-time fee of $25 is charged to set up a deferred payment plan. A $50 late fee is charged for **EACH** installment paid after the due date.

Under this plan, your total balance will be divided into three installments:

- **First installment:** 50% of the total balance, due prior to the start of classes
- **Second and third installments:** The remaining balance will be divided into two equal payments, each due on the same date in the following two months.

3. **1199 SEIU Recipients** – Sponsorship Letter must be received in the Bursar office within 30 days of the start of the semester. Letters will not be accepted after said date.

Please note the following:

1. Mount Sinai Phillips School of Nursing does not accept cash/wire transfer as forms of payment.
2. Any fees associated with returned checks will be applied to the relevant student account.
3. A late fee of $100.00 is charged to and an administrative hold is placed on the student account for bills not paid on or before the due date of the bill.

All financial aid documents, including loan applications, must be approved prior to the start of each semester. **Payments delayed due to late financial aid or loan applications will be subject to applicable late fees.** If financial aid does not cover the tuition charges in full, the student can enroll in the payment plan to complete their payment obligation.

Please note that "<u>pending financial aid loans"</u> will not be deducted from the total amount of your payment plan. Any approved financial aid or loan payments that were pending will be applied toward your 2nd or 3rd installment once disbursed.

Returned Check Fee

Any payments returned by the payer's bank because of insufficient funds are subject to a $35.00 returned payment fee. In addition, a hold restricting registration will occur. This hold will not be released until the returned payment is repaid. PSON reserves the right to observe a 30-day waiting period to ensure that any replacement payment clears. For immediate release of the hold, payment must be made by money order, certified check, or credit card. No cash will be accepted for payments.

Holds/Stops/Financial Clear Holds

The Bursar's Office places a Financial Hold on student accounts when the balance becomes past due. Financial Holds are also placed on the accounts of students who are scheduled to graduate, alerting them that any outstanding financial obligations must be resolved before graduation.

A Financial Hold prevents students from registering for upcoming semesters. To have the hold removed, the student must pay the past-due balance in full (or the total balance due for graduating students). Once payment is received and the account is brought current, the hold will be lifted.

Cancellation of Classes for Non-Payment

In accordance with state law, payment for tuition and fees is due prior to the start of the term. Students registering in the billing period must pay tuition and fees or defer their bill by signing a Deferred Payment Agreement with the Bursar's Office on the Main Floor. Accounts not paid, or not deferred by the due date, may result in cancellation of registration and may impact a student's progression with the program. Past due prior term balances cannot be deferred or paid with financial aid for future terms.

Students whose schedules are canceled may find it difficult or impossible to re-register for the same courses because their seats may have been taken by students on wait lists. Students who register after the billing period and students who have been cancelled, who were originally registered during the early registration process, must pay estimated tuition and fees or provide proof that they are financial aid recipients prior to being able to access registration.

Refunds Checks

Financial Aid Refunds: Refunds of credit balances caused by financial aid exceeding student account charges will be refunded to the student by check. When the refund check is ready at the Office, an email notification will be sent to the student to pick up any refunds at the Bursar's Office. Refund checks cannot be disbursed until the first day of classes for the semester. Once the semester has begun, refund checks are usually available for students to pick up at the Office of Financial Services within approximately 10 to 14 business days after the aid is placed on the student's account.

Parent Plus Loans: Refunds of credit balances caused by Parent PLUS Loans exceeding student account charges will be refunded to the parent by check mailed to the address provided by the parent. If the student wishes to pick up the Parent PLUS Loan refund check, the borrower must notify the Bursar's Office in writing.

Non-Financial Aid Refunds: If a student account has a credit balance for reasons other than financial aid, the refund will not be generated until after the Add/Drop period for the semester. This includes overpayments where personal payments combined with financial aid exceed the balance, credit balances due to dropped classes, and other overpayments.

In most cases, credit balances are refunded directly to the student. However, some exceptions apply; for example, when the credit is due to a potential over-award of financial aid, the credit may be held until the Scholarship Committee has reviewed the account. If financial aid is determined to exceed the federal definition of need, the over-award will be refunded to the appropriate financial aid fund. In the case of posting errors, the Office of Financial Services will reverse the error.

Tuition Liability Schedule for Fall, Spring and Summer Semesters:

- Week 1 and/or prior- 100% tuition and fee refund **(no charge)**
- Week 2- 100% tuition refund only, **(charge 100% of fees)**
- Week 3- 70% tuition refund **only (charge 30% of tuition and 100% of fees)**
- Week 4- 50% tuition refund **(charge 50% of tuition and 100% of fees)**
- Week 5- **full tuition and fees charge**

Click here to log in to your Moodle account and access the Bursar forms.

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