

## **PAYMENT INFORMATION**

### **PAYMENT OF ACCOUNTS**

**All tuition and fees are due and payable in full on the first official day of the semester.** Payment may be made by check or credit card (Visa, MasterCard, American Express and Discover). Students are encouraged to make payments via the Student Portal.

International students can find further information [here](#).

It is the responsibility of all students to monitor their financial status at TKU within the Student Portal throughout their education.

### **PAYMENT OPTIONS**

There are two payment options available:

1. Full payment due on the first official day of the semester.
2. Deferred Payment Plan. See below for more information.

### **DEFERRED PAYMENT PLANS**

Students may choose to utilize a deferred payment plan. For Fall and Spring terms, the deferred payment plan allows students to pay one-third of their balance on the first official day of the semester, with the remaining thirds due on the 15th of the next month, and the 15th of the third month. This plan is automated, and the form must be received by Student Financial Services by the Friday before the first official day of the semester. There is a fee to utilize this plan. Deferred payment plans for Summer term are for 2 payments. The Payment Plan form can be found in the Student Accounts Forms Directory.

### **AUDITS/NON-CREDITS**

Auditing a course or being allowed to take a course for non-credit means a student has obtained permission to attend the course and is not enrolled for academic credit. Thus, audit or non-credit courses cannot be dropped nor refunds issued. Audited courses are not listed on transcripts.

## **COSTS OF BOOKS AND MATERIALS**

The cost of books and materials is determined by the type and number of courses taken each term. TKU's online [bookstore](#) allows students to shop for their books by course to determine an estimate of what course materials and texts will cost based on their anticipated schedule. Students utilizing Federal Financial Aid may be eligible to use a portion of their accepted aid to purchase in the online bookstore by completing a Book Voucher when it becomes available each term.

## **OUTSTANDING BALANCES**

A student's account must be current by the end of each enrollment period. Students will not be permitted to register for courses in subsequent semesters if they have an unpaid balance on their account unless special permission is obtained from the Student Financial Services office. A student's records, grades and transcripts will not be released while an outstanding balance exists.

## **REFUND POLICY**

Tuition refunds/credits are made for withdrawal from a course(s) when an official Registration Change (Drop/Add) form is filed with the Registrar. Students may withdraw from a course and receive a full refund any time prior to the beginning of the course or during the first week of a fifteen-week semester. The date of withdrawal is certified as the date on which the Registration Change (Drop/Add) form is filed with the Registrar (not the date of the last class attended). Failure to attend class does not constitute withdrawal. Students failing to properly withdraw from a course will not normally receive a refund. For the refund/credit schedule, please see [here](#).