




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	\$5,584.00
View Activity Make Payment	
Statements	
Your latest eBill Statement Statement (12/12/18) - \$5,584.00	View
Click "View" to see printable paper statement 	

My Profile Setup	
	Authorized Users
	Electronic Refunds
	Notifications

Term Balances	
Spring 2019	\$ 5,584.00
Fall 2018	\$ 0.00



Administration Fee

- The \$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.



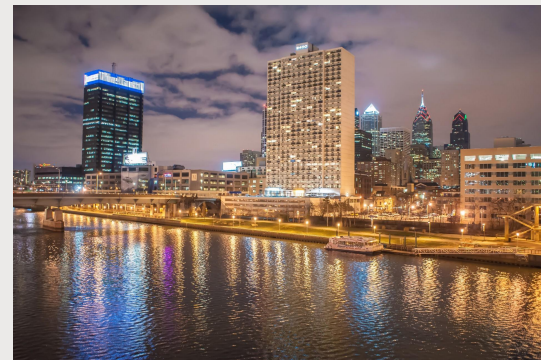
TUITION

The Philadelphia Center

- If you are attending a fall or spring program you will be charged the published Albion College tuition rate for that academic year, which covers 3.0 to 4.5 units.
- Your account needs to be at or below \$2,000.00
- You will be given academic credit from Albion College.



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TUITION

Off Campus Programs

- If you are attending a fall or spring off campus program you will be charged what the program charges.
- You must be paid in full for your program before you leave campus.
- There is also a one time \$500.00 Off Campus Program Administration Fee.
- You will be given academic credit from Albion College.
- Late Withdrawal Fee
 - If the student withdraws from the program after the program's deadline, the student will be charged with a \$500 late withdrawal fee



HOUSING & MEAL PLANS

- Please check with your program director to find out if your program offers housing and/or meal plan options.



FINANCIAL AID & LOANS

- 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/December for the fall/spring semester.
- “Authorized Financial Aid” is considered payment, and will decrease the balance due amount on your statement.
- Any aid that remains in Memoed Aid status (did not pay out) could have incomplete requirements that need to be addressed. You can contact Financial Aid or the Accounting Office to get more information.



BILL DUE DATE

off-campus program tuition and fees (excluding The Philadelphia Center) must be paid in full before you leave for your program, or by the College's due date if that occurs first.

Fall due date is August 20.

Summer due date is May 15.

Spring due date is January 15.

If your program begins before this date, you must be paid in full before you leave for your program.

If your program begins after this date, you must be paid in full by the College's due date.

Albion College payment plans via TouchNet are not permitted (excluding The Philadelphia Center)

Albion College will not make payment to your off campus program until your payment obligation to Albion College has been met.



Albion College

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 balances 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: xxxxxx@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 Registrar's Office at (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.
- Billing Questions please contact the Student Accounting Office (517) 629-0507 or accounting@albion.edu
- Questions about Financial Aid, please contact the Financial Aid Office (517) 629-0440 or financialaid@albion.edu

HAVE A GREAT OFF-CAMPUS PROGRAM EXPERIENCE!



Albion College