

Spring semester 2022: FYI DATES

From the Cashier's Office




Effective 9-1-21 and subject to change without notice

What: Spring 2022 billing invoice available **When:** November 4, 2021

Where: Banner Self-Service student account

Payment due date January 3, 2022

Complete one of the following, on or before Monday, January 3, 2022:

1. Pay your account in full. Cash, check/money order,    accepted.
- Online payment tutorials on my.Terra.edu.

2. Review **Student Tab » Student Account » Account Detail by Term** to view your account balance or financial aid in process.



If aid does not cover your balance, you need to set up a payment plan with the Cashier's Office.



Complete the **Installment Payment Plan form** on my.Terra.edu. Make your payment and the Cashier's Office will set up your plan on **Banner Self-Service » Student Tab » Account Detail by Term**

3. • Submit a **Terra State Company Sponsorship or Agency form**, which must be:
- Completed and signed by your sponsor
 - Signed by you
 - Submitted to the Cashier's Office by your company or agency via scan or fax
 - Fax: 419.334.9828
 - Email: cashier@terra.edu

Installment Payment Plan

- Allows you to pay your bill in five installments
- Has a \$20 non-refundable fee
- Set up your payment plan in the Cashier's Office or see the website for payment options
- Any remaining balance is past due as of April 29, 2022 and will prevent future registration/attendance

REFUND POLICY PERCENTAGE BASED ON DROP OR WITHDRAW DATE FOR SPRING 2022

Session	Weeks	DATES		100% Refund		50% Refund		0% Refund	
		Start	End	Begin	Thru	From	Thru	Begins	
1	Full Term	16	10-Jan	5-May	10-Jan	16-Jan	17-Jan	23-Jan	24-Jan
1st	First Half	8	10-Jan	6-Mar	10-Jan	16-Jan	17-Jan	23-Jan	24-Jan
2nd	Second Half	8	14-Mar	5-May	14-Mar	20-Mar	21-Mar	27-Mar	28-Mar
L1	Late Start	14	24-Jan	5-May	24-Jan	30-Jan	31-Jan	6-Feb	7-Feb
L2	Late Start 2	12	7-Feb	5-May	7-Feb	13-Feb	14-Feb	20-Feb	21-Feb

CollegeStore Accounts

- Accounts with available funds will be open January 3 through March 25, 2022
- To have a book voucher you will need to complete a **Transfer of Excess Financial Aid form**

Excess Financial Aid

- Refunds begin no sooner than 12 noon on February 9, 2022 to Bank Mobile
- Any additional aid received after February 9 will be refunded on Wednesdays after 12 noon
- Select or update your refund preference with BankMobile at: <http://bankmobiledisbursements.com/refundchoices/>