1. **The student is responsible for all balances by initial due date!** Initial due date for student accounts is typically a week before each semester begins. You can pay your account online through your student space account, over-the-phone with a credit/debit card or Tele Check, check by mail, or in person at the Reardon One Stop in Florence Evans Hall. If you are unable to pay your account in full by the initial due date, we encourage students to sign up for the Student Installment Payment Plan each semester. You may access the form through the Rio web site: [www.rio.edu](http://www.rio.edu) » current students tab » business office » resources » SIPP Application Promissory Note AND Student Installment Payment Plan. Please contact the Business office to participate in the payment plan.

2. **Review your bills on your student space regularly!** Charges and financial aid are subject to change at any time.

3. **Review your student email regularly.** This is how the Business Office and Financial Aid communicate with you about your student account, aid, and refunds!

4. **All unpaid balances are subject to a 1.5% late payment fee each month.** Bills will be emailed to student emails each month following the late fee assessment. Balances unpaid by end of semester are subject to collection procedures. Delinquent halts are put on unpaid balances. This will prevent student from seeing grades, registering for future semesters, getting transcripts or diplomas.

5. **If you charge books to your account using financial aid credit, make sure your charges appear on your account within a week!**

6. **Make sure you complete a FERPA consent form if you want Rio to discuss your account with other people!!!**

7. **For third party organizations paying for student,** an authorization for specified items (tuition and fees, books, housing, etc) must be submitted to the Business Office before the semester begins.

8. **Refunds** - Mailed to permanent address on file with the University on Fridays (fall-spring). If you live in a dorm and have a post box on campus, your refund check will be put in campus mail. **No pick-ups.**

9. **Make sure permanent address updated with school whenever move.** Refunds, bills, and 1098T tax forms are mailed to permanent address.

10. **Drops and withdrawals**—You will be charged drop fees per course **starting first day of class.** If you have federal financial aid, attend class, and then drop or withdraw, your financial aid may be pro-rated and returned back to the government. This means you may end up owing a large balance!! In order for you to safely drop or withdraw from courses after you have attended, please wait until you have earned 60% of your federal financial aid. The financial aid department can let you know when that date will be.

11. **If you are eligible for workstudy,** this does not exclude you from receiving late fees on unpaid balances. The best plan to protect from late payment fees for this situation is to decide if its more beneficial to sign up for the student payment plan or not.

12. **Advanced room deposits** will go towards your balance IF you actually attend and live in the dorm. The fee will not be refunded if you decide you do not want to attend after you have paid your deposit.

13. **If your bill or financial aid does not look right, please contact the Business office (740-245-7226) or Financial Aid (740-245-7218).**

4/23/15