

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. Tuition and all other fees are to be paid at the Office of Financial Services on the main floor. 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 - Visit the Billing Detail Summary, under the Financials tab, on your PSON Student Portal. Modify payment amount, if necessary. Click on Submit Payment.
2. Check or Money Order made payable to Phillips School of Nursing and mail to:
Phillips School of Nursing
148 East 126th Street
New York, New York 10035

Phillips School of Nursing does not accept cash as a form of payment. Any fees associated with returned checks will be applied to the relevant student account. 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.

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

1. **Full payment** – this is the regular and preferred payment option with all tuition and fees paid prior to the start of the program.
2. **Deferred Payment Plan** – Deferred payment arrangements must be made with the Bursar's Office one week prior to the start 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.
3. A minimum payment of at least one third of tuition and fees is required on or before the start of classes. The tuition balance will be deferred if a payment plan has been established.

All financial aid paperwork, including loan applications, must be approved before the start of each semester. If financial aid does not cover the tuition charges in full, the student may combine above options to complete the payment obligation.

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 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 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 percent refund **(no charge)**
- Week 2- refund tuition only, no fees **(charge all fees only)**
- Week 3- 70 percent refund **(charge 30 percent)**
- Week 4- 50 percent refund **(charge 50 percent)**
- Week 5- 0 **(full charge)**