



## **Requirements for Enrolling in a Semester Payment Plan**

The Art Academy of Cincinnati offers a Semester Payment Plan at the start of the semester for fall and spring Semesters. This option is available for payment of tuition and fees for fall and spring semesters only. An unpaid student account balance is acceptable only when that amount is the enrolled budget amount with AAC Semester Payment Plan.

## **Filing Your Financial Aid**

The Office of Financial Aid will personally assist students in applying for federal and state aid in the form of grants and loans, as well as administering internal funds such as scholarships. If after applying for financial aid and scholarships and a balance remains, a semester payment plan can be a useful tool to cover the gap. If you need assistance with financial aid, please email [financialaid@artacademy.edu](mailto:financialaid@artacademy.edu). If you need assistance with a semester payment plan, please email [business@artacademy.edu](mailto:business@artacademy.edu).

## **When to Start Looking into Semester Payment Plans**

Semester Payment Plans are to be discussed before the beginning of the semester. Students and families interested in enrolling in a Semester Payment plan should investigate them after they have secured financial aid options.

When the student enrolls in a Semester Payment Plan a non-refundable \$25 enrollment fee is required to be paid at the time of enrollment. Students must apply for Semester Payment Plan before the payment deadline for each semester and must make the first payment to complete the enrollment process.

Each semester that a student and their delegates choose to participate in fall or spring have the option to divide the payments into four equal monthly installments. The Semester Payment Plan does not exceed four equal monthly installments per semester. Semester Payment Plans do not roll over to the next semester. Every semester a student will need to enroll in a new Semester Payment Plan.

For example, the Fall Semester Payment Plan begins in August and ends in November. The Spring Semester Payment Plan begins in January and ends in April. Scheduled due dates are fixed, regardless of when a student or delegate enrolls in the Semester Payment Plan. These dates cannot be changed. The first payment of the semester is due when you enroll in a Semester Payment Plan. The due dates will be on your Semester Payment Plan Agreement after enrolling. It is your responsibility to know the payment due dates and the amount of the monthly installments.

### **Semester Payment Plans Installments are Outlined Below**

4 Monthly Installments	Fall Term	Spring Term
Installment #1 Due Date – 25%	August	January
Installment #2 Due Date – 25%	September	February
Installment #3 Due Date – 25%	October	March
Installment #4 Due Date – 25%	November	April

### **How to Pay Tuition Payment Options**

Pay off your entire tuition balance by Visa, Mastercard, Discover or electronic check through AAC Campus Cafe by logging in to your student profile and click on Make A Payment.

AAC also offers DiamondMind Autopay for your student tuition payments. Autopay will automatically withdraw your monthly student loan payment from your checking account or by using a debit card.

To sign up for DiamondMind Autopay [www.artacademy.diamondmindinc.com](http://www.artacademy.diamondmindinc.com) or contact AAC Business Office [business@artacademy.edu](mailto:business@artacademy.edu) for assistance.

If you would like to pay by physical check or cash, please see Wendy Taylor-Reidy, Office Manager, in the Business Office suite on the 2nd floor. 513-562-6265.

### **What Happens If the Student Does Not Make Payments?**

AAC reserves the right to terminate the Semester Payment Plan if payment is missed on multiple occasions. AAC's policy is to place a hold on accounts if the outstanding balance exceeds \$500 and sufficient payments are not made to bring the balance down. This policy is meant to mitigate the problem of a large balance compounding on your student account each semester.

Once the Semester Payment Plan is terminated, any remaining balance will be immediately due and could result in an outstanding balance held on the student's account, which will prevent the student from registering for courses.

Students with delinquent financial accounts will lose their course registration privileges, and their accounts may be referred to a collection agency.

### **Graduand Students**

If the student is due to graduate and there is an outstanding balance hold, tuition and fees must be paid in full to be eligible to receive their degree. AAC will not issue transcripts, records, grade reports or statements of recommendation to any student whose financial accounts with the Art Academy are not paid in full. The student account must be in good standing. The student is allowed to still walk and participate in commencement if they have met every requirement for graduation. However, the student will not be eligible to receive their diploma until their balance has been paid in full.

**Who to Contact to Enroll in Semester Payment Plan or for Questions About Student Billing**

The Art Academy of Cincinnati the Business Office of Student Billing

Email: [business@artacademy.edu](mailto:business@artacademy.edu)

Elaine Dean

[elaine.dean@artacademy.edu](mailto:elaine.dean@artacademy.edu)

Accountant 1

1212 Jackson Street Suite S263

Cincinnati, Ohio 45202

513.562.6290 direct

800.323.5692 toll free