



COTC Fees & Deposits Fact Sheet

Tuition and Fees are due one week before the semester begins. Tuition billing for upcoming semesters starts 4-6 weeks before the tuition due date.

Checking your Statement of Account

Once tuition billing has been turned on and you are registered for classes, you will receive an email to your COTC student email account the next business day with instructions on how to view your Statement of Account on my.cotc.edu>[COTCconnect](#)>[My Student Financial Accounts](#)>[View Account and Make Payment](#)>[Account Activity](#). Your Statement of Account will update in real time and will reflect any courses being added/dropped, as well as updates to financial aid eligibility. We **do not** mail out paper statements.

Tuition payments can be paid online via [COTCconnect](#)>[My Student Financial Accounts](#)>[View Account and Make Payment](#) by e-check, Visa, MasterCard, Discover and American Express.

Self-Pay/Payment Plan

COTC offers students the option of paying in full or enrolling in the Tuition Payment Plan (TPP) each semester. The TPP allows students to split their term balance into equal monthly installments including a service fee due with the first installment by the published due date. The TPP form is available online, at Fees and Deposits and each campus location. It needs to be completed, signed, and submitted to Fees and Deposits in person, via email or fax. Students enrolled in the TPP will receive monthly email reminders a week before the next payment is due. TPP late fees and holds will be applied as applicable.

Outside Scholarships

Please turn in any outside scholarships and award letters to the Fees & Deposits Office. They will be added to your financial aid award summary and post to your account as applicable. As a general policy, any outside scholarships awards over \$500 are divided evenly between semesters, unless the award letter states otherwise.

529 Savings Plan

We recommend requesting funds 4-6 weeks before the tuition due date to ensure the check is received on time. Mailing address for 529 checks: **COTC Fees and Deposits H136, 1179 University Drive, Newark, OH 43055**

Employer/Third Party/Sponsorship

Students whose tuition is being covered by their employer, third party agency or as a sponsorship need to turn in their voucher, check payment and/or approval letter by the tuition due date. COTC does not accept employer or third party sponsorship that is grade dependent or when the payment is sent after grades are submitted.

VA/GI Bill

Please contact the COTC VA Certifying Official in The Office of Financial Aid to determine eligibility. Your enrollment is certified with the VA each semester in order for your funds to be disbursed.

Financial Aid

We recommend all students fill out a Free Application for Federal Student Aid (FAFSA) each year. In order to ensure your aid is in place by the fee payment deadline, be sure to file by COTC's priority date. Please visit The Office of Financial Aid page my.cotc.edu>[Menu](#)>[College Finances](#)>[Financial Aid](#) for more details on how to apply for, receive, and maintain financial aid eligibility.

Consortium Financial Aid

Please self-identify to The Office of Financial Aid if you are receiving financial aid at another institution

Course Refund Pattern

The Course Refund Calendar is updated each semester and is separate from the Academic Calendar. It is listed on your my.cotc.edu>Menu>College Finances>Dropping Courses. The structure of refunds are as follows:

- Full Semester Courses – 14 Calendar Days @ 100% Refund; 0% after day 14
- First and Second Term Courses – 4 Calendar Days @ 100% Refund; 0% after day 4
- Flex Scheduled Courses – varies depending on course length. See the Fees and Deposits portal page “Dropping Courses” for specific dates.

Deferred Aid and Signing up for Direct Deposit

COTC is on a deferred excess aid model; excess aid posts to student accounts during the fifth week of the semester. Generally, the last day to sign up or change your direct deposit information for the initial refund cycle is the fourth week of the semester. You will need your bank routing and account number to sign up for direct deposit on my.cotc.edu>COTCconnect>My Student Financials>Direct Deposit - Non-Payroll. Students who do not sign up for direct deposit will have a check issued and mailed to their address on file. We do not allow for in office pick up.

Life Happens...and Then What?

Occasionally a student may need to drop/withdraw from a course and/or the college. Students need to be aware of potential ramifications, as the final outcome can be quite substantial in a monetary sense.

We recommend checking with The Fees and Deposits Office and The Office of Financial Aid **before** dropping/withdrawing from a course and/or the college as it can affect your SAP status and create a balance due to COTC. Your financial aid may need to be returned to the Department of Education due to Return to Title IV calculation and/or tuition creating a balance being due.

Most funding (financial aid, employer/agency, VA/GI Bill, etc.) is based upon a student successfully completing coursework; therefore, if a course drop/withdrawal occurs, part of funding may be cancelled and/or returned. This can create a significant balance due since grants/scholarships/loans are all part of financial aid funding. Any unpaid balances will result in financial holds, which prevent adding/dropping classes, registering for future semesters, accessing transcripts, participating in graduation and receiving certificates/diploma. Accounts that are unpaid at the end of the semester will be put into our Accounts Receivable process and could be at risk for placement with The Ohio Attorney General Office where additional late fees, collection costs and statutory interest charges may be incurred.

Residency

If you are being charged as an out of state student, but believe you are a resident of Ohio, please contact the Student Records Office located in The Newark Gateway at 740-366-9222 or email cotcrecords@cotc.edu

1098-T

You will receive an email once 1098-T forms are available (by January 31st). They are available online on your my.cotc.edu and are also mailed to the address on file. Make sure your address on file is correct to avoid delays in receiving your form.

Fees and Deposits Contact Information

Email: feesanddeposits@cotc.edu Phone: 740-366-9232

Mailing Address:

COTC H136 Fees and Deposits

1179 University Drive

Newark, Ohio 43055

Please see website for current office hours