**When is tuition due?**

COTC tuition is generally due one week before the semester starts, or the day of registration if registering on the due date/after. Unpaid tuition will result in late fees and the account will be at risk for deregistration (dropped for non-payment).

**How do I get my tuition in a paid status to keep my registration?**

COTC tuition can be paid in full, with our payment plan, with a third party (employer/agency) authorization letter, 529 (Ohio Tuition Trust) payments, outside scholarships, VA/GI Bill funding and/or approved, finalized financial aid. Approved, finalized financial aid means that all required steps to receive grants, scholarships and/or loans have been completed, the student is enrolled in a financial aid eligible program, and has an eligible status to receive financial aid. Tuition accounts left in an unpaid status are subject to deregistration/additional fees.

Students need to monitor their COTC student email account frequently as it is the official method of communication. Students who are waiting on external funding and whose accounts are not expected to be in a paid status by the due date likely will need to get on the payment plan, pay in full or contact Fees & Deposits/Financial Aid to see if they are eligible to sign an Intent to Pay form (please see Paying for College on the COTC portal (my.cotc.edu/College Finances) for more details).

**Why am I getting weekly e-statements?**

COTC Fees & Deposits emails students weekly e-statements to keep them informed about their tuition balances. We are restricted by federal guidelines as to how early we can post aid to pay tuition. Financial Aid will release before the due date for eligible students. Once aid is posted we send an update to inform students if they still have a remaining balance due and additional information that an account is still in an unpaid status or that the
account has been confirmed into a “paid” status (such as by signing up for the Tuition Payment Plan).

**How do I buy books with Financial Aid?**

COTC students who have finalized financial aid that exceeds their tuition & fees will be able to purchase required books & supplies via Barnes & Noble; please note: students will be REQUIRED to present a COTC student ID card to complete the sale process. Students will need to get an ID card through the Newark Campus Public Safety office or at an extended campus (please contact extended campuses for details) before attempting to charge books on credit. Please note that book charges are binding amounts, and students will be responsible for the charges incurred unless they return the books & supplies within the time required to receive a full credit.

Students can also purchase books & supplies from other retailers by using their personal funds up-front and getting reimbursed once excess financial aid refunds get processed starting the fifth week of the semester.

**What is deferred excess aid?**

Tuition accounts will be updated to reflect earned federal, state & local excess aid, outside scholarships and third party sponsorships starting the fifth week of each term. Once processing completes, accounts that have a credit balance will be given excess aid refunds. Please remember to sign up for direct deposit as it is the quickest and most secure way to receive a refund. Students who are not on direct deposit will have their refund checks mailed; please verify that the address COTC shows on the portal (My Class Schedule and Personal Info) reflects your correct mailing address and update it online if needed.

**How do I sign up for direct deposit?**

Login to COTCconnect and under My Student Financial Accounts, select the “Direct Deposit/Non-Payroll” link, enter your bank check or savings account and routing number and click submit. For checking accounts, please use the account and routing number information shown on the front of a real check; for savings accounts, please check with your bank to determine the appropriate account & routing number for ACH purposes.
Why am I getting loan notification emails?

COTC is required to periodically notify Title IV financial aid borrowers that loan activity has occurred on their tuition account. This loan notification is sent to students as a means to keep track of loans that have been credited or reversed from their student tuition account. A credit amount may result in an excess financial aid refund if the tuition & fees are in a paid status. A reversed or charged amount may result in a balance due to COTC. Additional separate emails are sent to inform students about subsequent refunds or amounts owed back to the college. Loan activity can also be seen on COTCconnect under My Student Financial Accounts/”My Account Statement”.

Why do I owe money back to the College when I had financial aid and/or other external funding?

Financial aid is not “free”. Financial aid and most other types of external funding are awarded to students based on a variety of factors, to include the enrolled number of credit hours and whether students successfully complete their courses. Dropping hours, withdrawing, changing programs, and/or non-attendance resulting in failing/incomplete grades requires Financial Aid to review the account to determine the amount of earned aid. Financial aid will be reduced and/or reversed entirely as applicable. Students with reduced/reversed aid can end up with a balance due to COTC, which impacts the ability to continue with educational goals until the balance is repaid. Use financial aid wisely!

How do I know if I will get a refund if I drop/withdraw?

Please review the “Course Refund Patterns” and Flex course list on the portal (College Finances/Managing Your Refund) to see how tuition adjusts for course drops/withdrawals. In general, COTC has 100%, 50% and 25% refund patterns - the shorter the course, the quicker the refund pattern. Students who are receiving external funding (financial aid, VA, sponsorships, etc.) may have their funding reduced/eliminated; please check with Financial Aid if you have questions about aid impacts for reductions in enrolled hours.

What is a 1098-T?

A 1098-T form is a summary of calendar year (Jan. 1 to Dec. 31) transactions on your student tuition account. Students enrolled in a spring
semester likely have transaction activity in the prior and current (or future) year, as applicable, and may need to look at 1098-Ts and their supplemental information for multiple tax years to get the full picture. COTC is not required to report students whose tuition is entirely paid with grants, scholarships & waivers. Students who have 1098-Ts will be emailed about the 1098-T availability in late January. COTC cannot answer questions about tax preparation; tax preparation resources are available on the IRS website (www.irs.gov); Publications 17 & 970 can be helpful.