

STUDENT ACCOUNTS

Student Accounts

For general inquiries about student accounts, specifically receipt of payments, refunds, online tuition payments, financial holds, 1098-T forms, collections, company billing, and more, please call the Student Accounts Office (SAO) at 410-234-4755 or email carey.studentaccounts@jhu.edu.

Payment Options

For students in full-time programs:

- Pay online with an electronic check
- Pay with a check by mail
- Pay with a check at our Harbor East campus
- Pay with a sponsor or employer contract
- Pay via wire transfer
- Enroll in the Nelnet/Tuition Management Systems (TMS) monthly payment plan

For students in part-time programs:

- Pay online with an electronic check
- Pay with a check by mail
- Pay with a check at our Harbor East campus
- Pay with a sponsor or employer contract
- Pay by Johns Hopkins University tuition remission (available to University employees and only covers tuition)
- Pay via wire transfer
- Enroll in the Nelnet/Tuition Management Systems (TMS) monthly payment plan

Students with approved financial aid should elect to be electronically billed and will be responsible for any charges not covered by their award. All students should refer to Schedule A at carey.jhu.edu/current-students/carey-life/student-accounts/schedule-a for billing periods and payment due dates. A late payment fee of \$250 will be assessed if payment is not received by the due date. Students who choose the monthly payment plan option may use Schedule B as a payment guide. Students can refer to Schedule B at carey.jhu.edu/current-students/careylife/student-accounts/schedule-b. Schedules A and B can also be found in the Appendix at the end of this catalog.

Financial aid awards will be disbursed to the student account on the first day of class if the student's file is complete. Excluding financial aid, payments from students seeking to register may be kept and applied against prior obligations to the university. Delinquent accounts turned over to the collection agency may be assessed a penalty fee, in addition to the outstanding debt.

Students must be enrolled in classes before the start of second week of instruction. Otherwise, students will be assessed a \$250 late enrollment charge.

Student Financial Hold

Students with outstanding balances will receive financial holds. A financial hold prohibits students from registering for future courses and receiving services until the balance is paid in full. Students with a financial hold may also be prohibited from participating in Carey-sponsored events, activities, or excursions.

Paper or electronic ACH checks that are returned by the bank will incur a \$35 returned check fee. Thus, the student's account will be placed on financial hold, and the student may be removed from any registered courses. Grades, transcripts, and diplomas may be withheld, and the student will be prevented from registering for future courses until payment is received.

Pay Online

The fastest way to have a payment credited to an account is to pay via SIS Self-Service. Students should go to SIS Self-Service at sis.jhu.edu/sswf to view their student account and to make payment online. Students in part-time programs can make payments in Self-Service by using a credit card (Visa/MasterCard/Discover/American Express) or electronic check. Full-time students can only use the electronic check option when paying tuition online.

Pay With a Check by Mail

Checks for tuition and fees should be made payable to Johns Hopkins University and should reference the student's Hopkins ID. Payments should be mailed to the Student Accounts Shared Services Team.

Payments can be mailed to the following address:

JHU Third Party Payer & Payment Processing Team (TPP Team)
 Johns Hopkins University Garland Hall, B33
 3400 N. Charles Street
 Baltimore, MD 21218

Paying by check authorizes the school to electronically debit the account. Once the transaction has been completed, the actual check will be destroyed and discarded.

Pay in Person

Pay with a check at our Baltimore campus Monday through Friday between 9:00 a.m. – 4:30 p.m.:

Johns Hopkins Carey Business School
 Office of Student Accounts
 100 International Drive, 6th Floor
 Baltimore, MD 21202

Monthly Payment Plan

Part-time and full-time students have the option to defer tuition by enrolling in the monthly payment plan. To enroll, contact Nelnet/Tuition Management Systems (TMS) by phone at 1-888-713-7238 or visit their website at careyjhu.afford.com to sign up online.

Payment plans are semester-specific and cannot be used to pay past due balances from previous semesters. Book charges cannot be included in the payment plan.

To enroll in the payment plan, students should have their Hopkins ID and the full amount of tuition, fees, and healthcare insurance premium (if applicable) ready. Intersession courses can be included in the spring semester payment plan. Students must acknowledge the payment options and associated fees. There is an enrollment fee of \$55 per semester.

If payment has not been made in accordance with the payment schedule, TMS has the right to assess a \$40 late payment fee and/or terminate the agreement.

In addition, if a student is no longer eligible to participate in the monthly payment plan, a \$75 termination fee will be charged to the student account by SAO and the student will not be allowed to receive any future services until the account is paid in full.

Employer/Sponsor Contract

Students with outside organizations sponsoring their tuition and fees are required to submit official documentation and complete a brief acknowledgement section in SIS Self-Service. The Johns Hopkins University Third-Party Payer (TPP) Team coordinates the sponsor billing process. The TPP team prepares and sends invoices for qualified tuition, and manages all correspondence regarding sponsor contracts.

For detailed instructions and information, visit the TPP website at studentaffairs.jhu.edu/third-party. This website includes information on how to upload the required documentation, FAQs, and contact information for their office.

Johns Hopkins Tuition Remission

JHU employees participating in the tuition remission benefit plan should note the following:

- Tuition remission covers tuition costs for part-time courses only. Fees are not covered.
- A completed tuition remission application for each course must be submitted to SAO.
- The application(s) can be emailed to carey.studentaccounts@jhu.edu.

If the remission does not cover the entire cost of tuition, the student is required to pay the remaining balance in full. For more information, or to apply for tuition remission, visit the JHU Tuition Assistance website at benefits.jhu.edu/tuition or contact SAO at carey.studentaccounts@jhu.edu.

Electronic Billing

Students are required to have a current Johns Hopkins University email address and a valid Johns Hopkins Enterprise Directory (JHED). Notification of outstanding tuition balances will be sent electronically to the student's email account. Billing statements are available on the second Thursday of each month, if activity has occurred since the last billing cycle. Students are required to make payment upon notification of the bill or if there is an outstanding balance. Paper statements are no longer mailed to students.

For the current billing periods and due dates, see Schedule A in the Appendix at the end of this catalog, or visit the Student Accounts website at carey.jhu.edu/current-students/careylife/student-accounts.

Wire Transfer Information

Students may choose to wire payment directly to Johns Hopkins University or use Western Union services. Information for wire payment types are provided below.

To wire payment directly to JHU, students must include their Hopkins ID number and/or other identifying information with the wire transfer. Once the wire transfer is completed, the student should notify SAO of the payment amount and date of remittance by emailing carey.studentaccounts@jhu.edu.

For U.S. and international students ONLY

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Type: Checking

Account Name: Johns Hopkins University

Swift Code: MANTUS33INT

Transit/Routing/ABA number: 022000046

Account number: 970370230

CHIPS ABA number: 0555

For U.S. sponsor payments ONLY

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Name: Johns Hopkins University

Transit/routing/ABA number: 022000046

Account number: 09000522

DUNS number: 01910777

Cage Code: 5L406

For International sponsor payments ONLY

Bank Name and Address:

M&T Bank

One M&T Plaza

Buffalo, NY 14203

Account Name: Johns Hopkins University

Swift Code: MANTUS33INT

Transit/Routing/ABA number: 022000046

IBAN number: N/A

Account number: 09000522

CHIPS ABA number: 0555

Western Union for International Payments

JHU has contracted with Western Union Business Solutions to assist with processing wire payments from international students. This payment option allows students to pay their student account balance to the university in the currency of their choice and provides a simple and secure method for initiating payments electronically. We encourage all

international students to choose this cost-effective and efficient method of payment.

Student should log into SIS Self-Service at sis.jhu.edu/sswf or visit Western Union Global Pay at <https://student.globalpay.wu.com/geobuyer/johnshopkins#!> to begin the wire transfer process. Students logging into SIS should go to the Billing tab, select the Summary option, and choose the "Pay by International Wire Transfer" link.