

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 request support through SEAM's online form (<https://support.sis.jhu.edu/case/>).

There are multiple tuition payment options. Follow the guidelines to ensure that your tuition is received and any financial aid refunds are disbursed.

Tuition Payments and Penalties

Students with approved financial aid should elect to be electronically billed and will be responsible for any charges not covered by their award. Students enrolled in a Johns Hopkins Carey Business School program should see Schedule A (<https://carey.jhu.edu/student-experience/services-resources/student-accounts/schedule-a/>) for billing periods and a payment due date. 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 may use Schedule B (<https://carey.jhu.edu/student-experience/services-resources/student-accounts/schedule-b/>) as a payment guide.

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. 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.

Tuition Payment Options

For students in full-time programs:

- Pay online with an electronic check
- Pay with a check by mail
- 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 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

Payment options are subject to change

Pay your bill electronically

Students are required to have a current Johns Hopkins University email address and a valid Johns Hopkins Enterprise Directory. Notification of

outstanding tuition balances will be sent electronically to your Johns Hopkins email account.

Billing statements are emailed the second Wednesday of each month if activity has occurred since the last billing cycle. Students are required to make payment upon notification of this bill or if there is an outstanding balance. Balances not paid by the due date will be assessed a \$250 late payment fee. Paper statements are no longer mailed to students.

In order to ensure receipt of your bill, you should update your email address in SIS. For our current billing periods and due dates, see Schedule A.

Pay your account online

The fastest way to have your tuition payment credited to your student account is to pay via SIS Self Service. To make payments online or view your student account, go to <https://sis.jhu.edu/sswf/>. #Full-time and part-time students can only use the electronic check option when paying their tuition online.

If you submit a paper or electronic Automatic Clearing House check that is returned by the bank, you will be charged a \$35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades, transcripts, and diplomas may be withheld, and you will be prevented from registering for future courses until payment is secured.

Pay with a check, by mail, or in person

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

*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 your account. Once the transaction has been completed, the actual check will be destroyed, and checks will not be returned.

If you submit a paper or electronic ACH check that is returned by the bank, you will be charged a \$35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades, transcripts and diplomas, and any other services may be withheld, and you will be prevented from registering for future courses until payment is secured. Payments from students seeking to register may be kept and applied against prior obligations to the university.

Make monthly payments

Full-time and part-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 1-800-722-4867# or visit their website at carey.jhu.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. *Please note: these fees are not determined or collected by JHU.*

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. Johns Hopkins University Third Party Payer 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. This website includes information on how to upload the required documentation, FAQs, and contact information for the Johns Hopkins Third Party Payer team.

Johns Hopkins tuition remission

If you are a Johns Hopkins University employee participating in the tuition remission benefit plan:

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 the Office of Student Accounts. Please upload your application(s) via our SEAM's online form.

If the remission does not cover the entire cost of tuition, you are required to pay the remaining balance at the time of registration. You can select the monthly payment plan to pay for tuition not covered by the tuition remission benefit or choose to be electronically billed.

You can visit the tuition remission section of the Johns Hopkins Benefits Site for your remission application and other important remission information.

Wire transfer

Please be sure to include your student ID number and/or other identifying information with the wire transfer. Once the wire transfer is completed, notify the Office of Student Accounts.

International students may choose to wire payment information directly to Johns Hopkins University or use our service with Western Union. Information for both options is provided below:

International Wire Transfers - Western Union for International Payments

Johns Hopkins University partners with Western Union Business Solutions to process wire payments from international students. This payment option allows students to pay the university their student account balance 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.

Begin the wire transfer process or log on to your SIS Self-Service account. Go to the billing tab and select "Summary or Statements." The "Pay by International Wire Transfer" link is one of your payment options.

OR

If you are a student or sponsor who would like to wire tuition payments:

U.S. and International Students only:

Johns Hopkins University
M&T Bank
One M & T Plaza
Buffalo, NY 14203
Checking Account
Transit/ Routing /ABA #: 022000046
Account # 970370230
Swift Code: MANTUS33INT
CHIPS ABA #: 0555

US Sponsor Payments ONLY:

Johns Hopkins University
M&T Bank
1 M&T Plaza
Buffalo, NY 14203
Transit/routing/ABA number: 022000046
Account number: 09000522
Duns #001910777
Cage Code: 5L406

International Sponsor Payments only:

Johns Hopkins University
M&T Bank
1 M&T Plaza
Buffalo, NY 14203
SWIFT code: MANTUS33INT
CHIPS ABA number: 0555
IBAN number: N/A
Account number: 09000522
Transit/routing/ABA number: 022000046

Please be sure to include your student ID number or other identifying information with the wire transfer. After the wire transfer is completed, please notify the Student Accounts Office of your payment amount and date of remittance.

Refunds

Tuition refund from dropped or cancelled courses

Students who become eligible to receive a refund as a result of a dropped or cancelled course will be issued a refund to the original method of payment. The following exceptions apply:

- Wire transfer or Western Union payments will be refunded in the form of a check, unless otherwise requested.
- Institutional aid awards will be evaluated accordingly for dropped or cancelled courses.
- Financial aid awards will be evaluated for a student refund according to financial aid eligibility requirements.

- Johns Hopkins employee tuition remission will receive a remission benefit reversal of 100 percent. Tuition remission does not cover tuition costs from courses not completed. Please see the Benefits Office for more information.

Financial aid refund

Once all tuition and fees have been covered by financial aid, students are eligible to receive a refund of the excess aid that remains on their account. If you do not wish to receive a refund, please contact the Student Accounts Office or Financial Aid to discuss your options through SEAM's online form. Otherwise, the credit balance will be sent to BankMobile and refunded to you according to your selected refund preference.

Expect to receive a Refund Selection Kit from BankMobile via U.S. mail. You will also receive an email which will be sent to the email address on record with the school. If your address is not in the U.S., you will not receive a kit. All students, please be sure to review and update your address in SIS. This can be done by logging into SIS Self-Service. For more information about BankMobile, visit this link: <http://bankmobiledisbursements.com/refundchoicessso/>

Financial aid

Financial aid at the Carey Business School refers to a broad range of scholarship, grant, and loan programs. When students apply for financial aid, they are generally applying for all of the potential programs for which they might be eligible. Based on the eligibility guidelines for each program, available funding, and the student's own financial resources, students will be offered one or more types of aid. The basic premise behind financial aid is that students (and their families where applicable) are responsible for paying for college costs to the extent that they are able. Financial aid supplements each student's own financial resources.

Learn more about financial aid .