

**ITS ALMOST TIME FOR SPRING BILLS!**

Your Spring 2019 Bursar statement will be mailed on **December 13, 2018**. Please remember that payment of Tuition, Fees & Housing bills should be made prior to the due date of **January 3, 2019** to ensure timely recording of payment. Please follow the directions below to access your online billing statement:

- From <http://www.molloy.edu>
  - Go to *My Molloy* tab
  - At the bottom right of page click (*LION'S DEN*)
  - Enter your Molloy College User Name and Password - Click on *MY FINANCES* tab
  - Click on Course and Fee Statement
  - Select Generate my Course and Fee Statement
  - Select View my Course and Fee Statement
  - Go back to My *FINANCES* tab
  - Under the PAY USING *CASHNET* section
  - **Click Go to *CASHNET* (secure gateway)**
- \*When remitting payment by mail, please ensure that you include your Molloy student ID# on your payment.

**MY ROOM & BOARD PAYMENT**

Resident students must pay Room and Meal Plan charges in full prior to the bill due date. Residents will not be permitted to move into the dorms with an outstanding balance. \*\*There are no payment plans available.

Resident students are offered two types of payment options for their room and board charges. Both payment options require that students make payment in full, prior to the semester move-in-date.

**Option 1:** Students have the option of paying out-of-pocket for their room and board charges by the semester bill due date.

**Option 2:** Or, students may request that their excess approved financial aid funds help cover all, or part, of the costs of room and board. However, for financial aid funds to be considered, all financial aid documents must be in place, that is Master Promissory Note (MPN) signed, and loan approval received, by the Office of Financial Aid. **Students should inform the Office of the Bursar when choosing payment option # 2.**

**Processing Tip:** When applying for the Federal Direct Parent Loan (PLUS loan) and/or Alternative Student Loans (ALT loans): Students are encouraged to apply for these loans at least 45 days prior to the start of the class.

**FERPA PERMISSION WAIVER**

**Who Can We Talk To?**

In standing with the Family Education Rights and Privacy Act (FERPA), the Bursar's Office is only able to disclose account information to the student. To authorize access to other individuals, a **Permission Release Form** must be completed by the student only. Forms may be downloaded from the Lion's Den, or may be obtained from the Bursar's Office.

**ONLINE PAYMENT ACCESS GATEWAY!**

Paying your tuition bill is easy!! Don't stand in line, pay online at:  
<https://lionsden.molloy.edu/ics>

**FEDERAL DIRECT LOAN PROGRAM (DL)**

For more information see:  
[www.studentloans.gov](http://www.studentloans.gov)

**PAYING FOR YOUR EDUCATION JUST GOT EASIER!**

Tuition Management Systems (TMS) offers you the opportunity to set up a monthly payment plan to pay for your educational expenses.

Contact TMS at: 800. 356. 8329 or visit them at:  
<https://www.afford.com/molloy>

**ONLINE HEALTH AND ACCIDENT INSURANCE WAIVERS:** Starting December 13, online Health and Accident Insurance waivers may be accessed through the Lions Den by clicking on the MY MOLLOY tab. **FORMS MUST BE SUBMITTED ONLINE BY February 1, 2019.** A student may waive the insurance only if he/she provides proof of other coverage. **By submitting an insurance waiver form you certify that all information entered is accurate to the best of your knowledge.**

**What is Molloy's Refund Policy?**

When a student withdraws from a course, by filing a written formal withdrawal notice with the Registrar's Office, a *tuition/housing* refund is given according to the following schedule:

- Before the beginning/first day of the semester – January 14th.....100%
- Within the first week ending January 21st.....100%
- Within the second week ending January 28th .....75%
- Within the third week ending February 4th.....50%
- After the third week .. NO REFUND

Contact the Office of the Bursar for refund policy pertaining to sub terms  
All fees and deposits are non-refundable

**CHANGES TO IRS FORM 1098-T**

In previous years, your 1098-T included a figure in Box 2 that represented qualified tuition and related expenses (QTRE) which we billed to your student account for the tax year. Due to a change to IRS reporting requirements under federal law, beginning with tax year 2018, we will report in Box 1 - the amount of QTRE you paid during the year.

*Additional information will be sent to you*  
Your 2018 1098-T will be available online on 1/23/2019 (if you do not access it online, it will be mailed on or before 1/31/2019).