~ LAW ORIENTATION ~
Fall 2015

Important Dates
- August 19-21, 2014: Fall Orientation – Mandatory for all students
- August 24, 2015: Health Insurance Waiver deadline
- August 24, 2015: Bill due date for Fall Semester
- August 24, 2015: Fall Semester begins
- September 2, 2015: Fall Semester refunds
- January 05, 2015: January Term begins
- January 29, 2016: Due date for Spring Semester
- January 20, 2016: Spring Semester refunds
- January 20, 2016: Spring Semester begins

Important Phone Numbers
- Controller’s Office: 419.772.2526
- Financial Aid Office: 419.772.2272
- Law College: 419.772.3051

Bookstore Charges
Books can be charged against your account ONLY if your loans are guaranteed for disbursement and ONLY up to the amount of your anticipated credit. Otherwise, you will need to pay for your books out of pocket.

E-Bill
All billing statements are sent electronically through your Self-Service Banner account approximately 1 month before each due date. To view your E-bill, you can go to http://www.onu.edu/current_students then select E-bill. Once logged in, you will be able to view current bills, past bills, and current activity. You will also be able to make payments from here via credit card or check.

PAYMENTS
ONU charges a 2.75% convenience fee for all credit card payments for tuition and fees. Ohio Northern University has contracted with Touchnet PayPath, a third-party company, to provide credit card processing services for student accounts. The University will continue to offer free payment options, including e-check payments through the Touchnet eBill system and mailed check payments. For more information on this subject, please visit www.onu.edu/convfee.
E-mail
Please remember to check your ONU e-mail frequently. All offices on campus send important messages through your ONU e-mail account.

Health Insurance
All students are required to have health insurance coverage, therefore ONU offers a student health insurance policy through United Healthcare. In order to ensure all students have proper coverage, all students are enrolled in the policy and must waive out each year by providing insurance coverage information. The deadline to waive out of the ONU policy is August 24, 2015. After this date, you will be enrolled in the ONU policy and the charge will be your responsibility. Additional instructions for waiving the health insurance will be available in the Fall Orientation Packet.

January Term
The January Term runs from January 4, 2016 to January 26, 2016. The cost is $980 per credit hour and will be billed with your Spring Semester tuition. Please keep in mind that this will affect your refund amount for Spring Semester.

Loans
Please make sure you have APPLIED for all of your loans. Just because you have ACCEPTED the loan on your ONU award notice does not mean that is has been APPLIED for.

If you have any questions about your eligibility for financial aid or loans, please contact the Financial Aid office at 419.772.2272

Parking Permits
Parking permits are purchased online. There will be communication from Security when this will be available. The cost of the permit is $65 for the academic year.

Polar Card
Your student ID card can be used as a debit card by putting money on your card in the Controller’s Office. Your card can then be used at the Bookstore, the White Bear Inn, Northern On Main Cafe, and the Cafeteria. You can also use your card at various off-campus locations. You can go to http://polardollars.ugrydnetwork.com to see which off-campus locations accept the polar card.
Refunds
The first refunds will be issued on September 2, 2015 for Fall Semester and January 20, 2016 for Spring Semester. Refunds are then processed weekly thereafter. Please fill out the direct deposit form and turn it into the Controller’s Office no later than August 24th. If we do NOT have a direct deposit form on file for you, your refund check will be mailed to your permanent address 14 days after your loan disburses. NO CHECKS can be picked up from our office. Refunds will be issued each Friday as credits are generated on your account. Refunds are processed automatically for those accounts with credit balances. If you would like your credit balance to carry forward to future semesters, a Request to Retain Account Credit form needs to be completed and returned to the Controller’s Office. The form can be obtained in the Controller’s Office or by going to http://www.onu.edu/administration/controllers_office/student_accounts.

Withdrawals
If you withdraw on or before the first day of class, the refund is 100%. After the first day of class, the refund percentage is based on number of days attended. Once you have attended 60% of the classes, there is no refund percentage. The refund percentage is applied to tuition, room, board and financial aid.