

Mills College - M Center

Student Accounts

Introduction to Student Accounts

Student Accounts in the M Center is responsible for student billing, payment options, and the implementation of policies and practices regarding tuition, fees and refunds.

Students are responsible to meet payment deadlines, fulfill loan or grant requirements, and address outstanding account balances, even if someone else is making the payments on their account. For this reason, all communication will be directed to the student rather than a parent or guardian. Students are expected to share pertinent information and can authorize parents and other individuals to have access to their student account information if they so choose (see Student Privacy Rights section).

Meet the Student Accounts Staff

NANCY COONEY

California Native, graduate of San Francisco State. Former teacher, photographer and small business owner. Mills staff member since 1985.

"I would like to start students on the right road to control their lives and their finances. I wish I did not have to learn this the hard way over the years."

MARYLOLA DIAZ-ALVAREZ

UC Santa Cruz Alum with a background in financial aid and business accounting. Mills staff member since 2006.

"My hope is that students become more self-reliant, aware, responsible and empowered when it comes to their personal finances. They shouldn't have to fear their finances, but control them and in doing so become more confident individuals."

DEBORAH LONG

Has an MA in Educational Leadership from Mills. Mills staff member since 2003.

"When learning how to manage finances, communication is key. I want students to ask questions about anything they see on their student account with the goal of understanding all their account activity. I also want students to speak up when they are having trouble making their payments so we can discuss their options."

SAM MAXIE

Iowa native, living in California since 1983. Graduated from Simpson College outside of Des Moines, IA. Doubles as the Collections Coordinator, overseeing past due accounts and Perkins and Mills loans. Mills staff member since 2007.

"Collections is a scary subject for some people, but it's all about communication and making sure your financial situation is in order while you are attending school as much as when you leave Mills. One thing I want our students to remember is: we can talk about your loans and other money related issues after you leave Mills. The M Center's door is open and we will listen to you."

Our Responsibilities

- Make sure your eBill is accurate
- Provide you with payment options
- Explain how to enroll in and manage a payment plan
- Work with you to make payment arrangements for unusual or unforeseen circumstances
- Post refunds to your account
- Explain all the transactions on your account



Student Accounts on the Web

www.mills.edu

To view tuition and fees and to download student accounts forms including the Billing Worksheets, Authorization for Disclosure of Student Account Information, and Financial Petition, please visit us online at www.mills.edu. Click on "Student Services," then "Student Accounts."

Mills Resource Portal

Students can view their balance, make and verify payments, including financial aid disbursements, view, print and download eBills, set up authorized users, set up payment plans and enroll in eRefund. Login to the Mills Resource Portal at: <http://portal.mills.edu> by clicking on "Account Billing and Payments" under the heading "myMILLS Resources."

Student Privacy Rights

Mills complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA). FERPA protects student privacy rights by setting strict limits on disclosure of their educational records without their consent.

Students may add individual authorized users on their myMILLS account by creating an authorized user account authorizing Mills College to release information regarding their student account to parents, spouses, partners and other designated individuals including receiving a copy of their eBill. Authorized users are notified by email when a bill is available for viewing. Students may also complete an "Authorization for Disclosure of Student Account Information" form.



Tuition & Fees

Tuition charges are based on the number of credits in which a student is registered. In addition to tuition, mandatory fees associated with enrollment will appear on a student's account at the same time that tuition is charged. Charges that are incurred once the term begins are added to the student account when the action occurs and are due immediately.

Mills College reserves the right to place a hold on the student's account for overdue balances and assess late payment fees. A hold will prevent students from accessing services such as registration, ordering transcripts, participating in the selection process for housing and receiving their diploma or certificate.

The College reserves the right to change fees at the beginning of any semester. Students can refer to the Student Accounts website to view current tuition and fees.

Billing Schedule

Semester	Student Billed	Payment Deadline
Fall	Early July	August 1
Spring	Early December	January 9*

*Mills College's offices will be closed for Winter Break from December 19, 2011 through January 6, 2012. Due to the extended break, the spring payment deadline for payments in full or the first payment on a payment plan has been extended to: Monday, January 9, 2012

eBilling

Mills College bills students electronically which enables students and authorized users to view, print and download their billing statement from the Web and submit payments online. Email notification is sent when a bill is available for viewing.



Payment Options

Students must pay or arrange payment for all semester charges (minus financial aid) by August 1, for the fall semester and January 9, for the spring semester. Students who do not meet these deadlines will not be allowed to confirm their semester attendance, register for classes or occupy on-campus housing and are subject to a late payment fee. Payments by credit card or electronic checking or savings accounts can be made online. All fees are payable in U.S. dollars via by cash, check, credit card, wire transfer, or electronically through checking or savings account.

Payment in Full

One payment for the full semester balance.

Monthly Payment Plan

Each semester, students pay in five equal installments, plus an enrollment fee through the Mills Resource Portal.

Financial Petitions

The Financial Petition Committee reviews all petitions that relate to the late payment fee, late registration fee, late confirmation of semester attendance fee, and tuition adjustments. The Financial Petition Form is available online and in the M Center.

Tuition and Fees Adjustment Policy

Leave of Absence or Withdrawal

All students considering a leave of absence or withdrawal should see the Leave of Absence and Withdrawal sections in the College catalog. All financial aid recipients considering a leave of absence or withdrawal should review the federal regulations regarding the Return of Title IV Aid and other financial aid impacts in the College catalog.

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