

Frequently Asked Questions for Tuition and Payment

How will I receive my billing statement/invoices?

Invoices are emailed to your MUIH email address shortly after you register for your courses. An updated invoice will be emailed if you make changes to your schedule.

When is my tuition payment due?

Tuition is due based on the due date on the invoice, unless you are receiving student loans or veterans' benefits. Any balance remaining due after loans or VA benefits needs to be paid promptly by the student. Students with unpaid balances may have their account put on HOLD, which will prevent them from registering.

How can I pay by check? Where do I mail it?

Make your check payable to Maryland University of Integrative Health, and mail it to MUIH Accounting Office, 7750 Montpelier Road, Laurel, MD 20723.

How can I pay by credit card?

You can pay by credit card using the Tuition Payment page, which is found under the Campus heading on the muih.edu website. A link to the page is located [here](#). We accept Visa, MasterCard, and Discover credit cards. A 2.75% fee is added for credit card payments.

What types of payments are accepted online? Is there a fee for paying online?

You can pay online with a credit card or by an ACH from your bank account (eCheck) using the Tuition Payment page, which is found under the Campus heading on the muih.edu website. A link to the page is located [here](#). We accept Visa, MasterCard, or Discover credit cards. There is a 2.75% fee added for credit and debit card payments. No fee is charged for an eCheck payment.

I am receiving Financial Aid or Veterans' Benefits. How does billing work for me?

You will receive your invoice by email shortly after registering for your courses. For VA students, your invoice will be submitted to the VA for payment. Student loan money is applied when we receive the funds from the lender, which is typically around the beginning of the trimester. Any balance remaining due after loans or VA benefits needs to be paid promptly by the student.

What happens if I received financial aid funds in excess of the amount of my tuition invoice?

Generally, the excess funds are refunded to the student, either as a direct deposit or by check. Students can also opt to have the excess funds returned to the lender, or retained by the university to be applied to future tuition charges. You will be emailed a statement of your tuition account showing the amount of your excess loan money, and detailing your options for handling it. The email will include a secure link for reporting your bank account information for the direct deposit.

When are financial aid funds posted to my account, and any refunds sent out?

Financial aid funds are posted when the funds are received by the university. This will usually be later than the date the student receives a notification from the lender or Department of Education. Refunds for the excess funds are sent out within 14 days from the start of the trimester, or within 14 days if received during the trimester. This allows time to post the payments and to ensure students are still enrolled and actively participating in courses.

What happens if there is a delay in receiving the financial aid funds?

If you are applying for financial aid, and are timely in following the appropriate process, you do not have to pay your balance until your financial aid funds are received. You are ultimately responsible for the payment of your outstanding balance if the financial aid funds are not received or are insufficient to cover your entire balance.

What happens if my financial aid funds do not cover my balance?

You are responsible for your balance, and if the financial aid funds do not cover your total balance, you are responsible for payment and will need to obtain additional funding or pay privately.

What happens if I received financial aid funds to cover my tuition, and I drop or withdraw from all of my courses?

When a student drops or withdraws from all their courses for the trimester before 60% of the trimester has passed, they become ineligible to receive student loans, and we are required to return to the lender a significant portion of the loan money we received for them. This will likely result in the student owing money back to the university, especially for the students who received disbursements of excess loan funds. You are responsible for returning the amount of funds you are no longer entitled to keep.

What happens if I cannot pay my balance in full at the beginning of the trimester?

If you cannot pay your bill in full at the beginning of the trimester, contact the Accounting Office at studentaccounts@muih.edu as soon as possible to discuss setting up timed payment arrangements through the trimester. Please provide your phone number when you contact the Accounting Office if you are requesting a callback.

What is the University Fee?

The University Fee supports initiatives to improve the student experience for both our on-campus and virtual students. This includes access to the software suite included in Microsoft Office 365, a Career Services Center, Health and Wellness Benefits offering you a wide range of integrative health services at the Natural Care Center's University Teaching Clinic at the reduced price of \$15 per service, and access to various research and support tools. Students are also permitted to continue using their student email address after they leave the university. The University Fee is paid by all students, regardless of program, as part of their tuition payment each trimester.

What other fees can I expect to be charged?

In addition to tuition, some courses have charges for materials provided for use in the course. Currently, there are fees charged for herb kits in several of the herbal medicine courses, and for items provided in the on-campus cooking labs. Graduating students are assessed a \$75 graduation fee to cover the costs associated with completing the graduation review and diploma preparations, and one copy of the diploma or certificate. Specific information on tuition and fees is provided at the link [here](#).

Will I receive a refund for dropping a course?

Yes, students are not charged for courses that are dropped before they begin, or before the end of the Schedule Adjustment Period, whichever is later. The credit for the dropped course can be refunded to you, or applied to your tuition account and applied to future tuition.

What is the difference between a drop and a withdrawal, and how does that affect my refund?

A withdrawal is a drop that occurs after a course has started. The amount refunded is determined by how much of the course has expired at the time of withdrawal. A link to the Refund Policy for drops and withdrawals is located [here](#).

When is the Schedule Adjustment Period?

The Schedule Adjustment Period is the first five days of the trimester. Courses can be dropped or withdrawn without cost during this time.

When are late fees assessed?

Each trimester, Registration Instructions providing the opening date and deadline for course registrations will be emailed to the returning students. A Late Registration fee of \$75 per course is assessed for courses added after the deadline. New students are permitted to register until the end of the Schedule Adjustment Period without late fees.

When will I receive a tuition statement that I can use for tax purposes?

The tax form, 1098-T, will be emailed to your MUIH email address before January 31 for the preceding year. This form will reflect the tuition payments received during the tax year.

What is a financial hold on my account?

A financial hold may be placed on your account for failing to pay an outstanding balance. The financial hold may preclude you from registering for courses, receiving a transcript, or other activities. If you have questions about a hold on your account you can email the accounting office at studentaccounts@muih.edu. If you wish to receive a call to discuss, please request a call and include your phone number. You can also call 410-888-9048 ex. 6684 and leave a message.

Whom do I contact regarding questions about my bill, outstanding balance or payment?

You can email the accounting office at studentaccounts@muih.edu. If you wish to receive a call to discuss, please request a call and include your phone number. You can also call 410-888-9048 ex. 6684 and leave a message.