**PAYMENTS, CREDITS, and RETURNED CHECK POLICY**

Seton Hill University accepts cash, money orders, checks (payable to Seton Hill University), debit/credit cards, ACH payments (using your checking or savings account), and wire transfers.

**Cash Payments:** All cash payments must be paid in US funds.

**Check Payments:** All checks must be drafted from a US bank with an address in the USA printed on the check and a routing number printed on the bottom of the check. Seton Hill will not accept checks drawn on a non-US Bank, checks payable from funds that are not in US Dollars, or checks that do not have a routing number on the bottom. The date of the check must be written in conventional US date format of MM/DD/YYYY. A $50.00 service fee will be assessed on all checks or ACH direct deposit payments that are returned for any reason (e.g. lack of sufficient funds, closed account, administrative hold). Check payments for any past-due balance must be made at least 10 days prior to registration or graduation.

**Credit Card Payments:** Credit card payments can be made in person in the Office of Financial Services & the Registrar, over the phone at (724)830-1010, or online at <http://www.setonhill.edu/pay>. Seton Hill accepts Visa, Master Card, Discover, Diners Club, JCB, or American Express.

**Wire Transfers, Domestic and International:** Please call the Office of Financial Services at 724-830-1010 for more information regarding wire transfers.

**Conversion Rates:** Seton Hill University is not responsible for any currency conversion rates or fees incurred if the payment is made with a non-US credit card or by international bank wire transfers.

**Refunds:** Refunds to registered students with a credit balance on their accounts will be processed after charges are posted for the semester. Charges are not posted until after the last day of the drop/add period.