Christendom College Billing Policy

Academic Year 2026-2027

Charges	Annual	Per Semester
Tuition	$32,390	$16,195
Room	$7,630	$3,815
Board	$6,260	$3,130
Required Student Fees*	$1,140	$570
Rome Fee	--	$2,500
Rome Student Health Insurance	--	$200
Overload/Per credit hour	--	$1,050
Payment Plan Fee	$50	$25 (+$15 late enrollment fee)
Late Fee	--	$50 (per month)
Returned Payment Fee	--	$25 (per payment)

*Required Student Fees per semester include Activity Fee ($135), Student Program Fee ($95), Registration Fee ($65), Technology Fee ($110), Gym Fee ($105), and Library Fee ($60).

Payment

The college requires that all charges be paid in full by the applicable due date unless the student enrolls in a payment plan.

Student invoices are available electronically through the student's MYCHRISTENDOM account. Invoices are not mailed; however, an electronic copy is available upon request (please email claire.finlay@christendom.edu). Students are responsible for reviewing their accounts to ensure all necessary payments have been made on time. The student's Christendom email address is the primary contact method used by the billing office; the student is responsible for checking and reading their emails in a timely manner.

Payment through the student's MYCHRISTENDOM account is the preferred method. MYCHRISTENDOM offers two electronic payment methods. Credit/debit card payments are subject to a 3% convenience fee. Direct debit (ACH) has no fees attached.

Checks are made out to Christendom College and mailed to:

Christendom College
ATTN: Student Billing Office
134 Christendom Drive
Front Royal, VA 22630

Please include the student's name in the memo of the check.

Payments may be made in person at St. Kevin's Hall. After-hour payments may be left in the slot in the front door. Please do not use the mailbox across the road. Checks may also be dropped in the business office mailbox in the Regina Coeli mailroom.

International students may request information on wire transfers. Please note that wire transfers have a $20 processing fee which will be deducted from the total. Total amount transferred must be increased by this amount.

Payment Due Dates

- Fall 2026: August 10, 2026
- Spring 2027: January 10, 2027

All bills are due in full by the respective due date unless the student is enrolled in a payment plan.

Under certain circumstances, extensions may be possible but are not guaranteed. Extensions must be requested in writing prior to the due date. Any account which misses the due date and has not been granted an extension will be charged a late fee. Requests to waive late fees will not be considered after the due date.

Students using Post-9/11 GI Bill (Chapter 33) benefits are not required to pay the tuition and fees portion of their charges by the August 10 / January 10 due date. VA pays tuition and fees directly to Christendom, typically within several weeks of the term's start; the account will be credited once VA's payment posts. Students remain responsible for paying the room and board portion (and any tuition gap above the VA cap not covered by the GI Bill Bridge scholarship) by the standard due date. Late fees and registration holds will not be assessed against the portion of the account awaiting VA payment.

Failed Payments

A returned payment fee of $25.00 is assessed on any payments which come back as nonsufficient funds or the bank account from which they were drawn has been closed. Failed payments due to system or processing errors are not subject to fees.

Balances due to failed payments will not be subject to late fees provided a replacement payment is made promptly.

Accounts which have had previous payment failures may be required to wait until the payment is listed as “approved” before any holds are removed.

Payment Plans

Payment plans run five months for each semester. The fall semester payments are August through December; spring semester payments are January through May. Payments are due by the 10th of each month. Mailed checks must be postmarked by the 10th or they will be considered late and assessed a $50 late fee. There is a $25 enrollment fee for each semester (billed as $50 if the student signs up for both semesters at once). Enrollment fees are not included in the monthly payments and must be paid with the first payment of the semester.

While applications for the payment plan will be accepted after the first due date of each semester, an additional $15 late enrollment fee will be assessed.

For a payment plan to be considered “current,” payment must be received on time each month with no past due balance remaining from previous months. Multiple late payments will lead to the cancellation of the payment plan and the balance becoming due in full immediately. Late payments may disqualify the student from eligibility to participate in payment plans in subsequent semesters.

Monthly payments may not be postponed past the end of the semester.

Financial Aid

Students may apply for need-based aid by filling out the College Board CSS profile. Returning students are not required to submit a new profile each year unless they believe a significant change has occurred to their financial situation. Applications must be received before the start of the fall semester in order to be considered for the current academic year (unless the student is entering in the spring semester).

Financial aid and Christendom Loans may only be applied to tuition and cannot be used for room and board. Christendom Loans are part of need-based aid and do not have a separate application process.

Outside Scholarships

While scholarships from outside organizations will be included as scholarships on the student's 1098-T form, they are not considered part of the financial aid package, are not listed on the Financial Award Letter, and will appear as payments on the student's account.

Awarded outside scholarships may be used to reduce the current amount due. The billing office may request documentation to verify that the scholarship has been awarded and when it is anticipated to arrive. If the scholarship will not arrive until after the due date, the remaining balance must still be paid on time.

Third Party Private Loans

Outside private loans are available from the banks or organizations below:

- Sallie Mae Student Loans – 877-279-7172
- America's Christian Credit Union – (800) 343-6328
- Pickett & Hatcher Educational Fund – 800-864-8308

Sallie Mae and ACCU loans require certification by the billing office. Outside student loans may only be used for educational purposes; if a student requests an amount higher than that due to the college, they must contact the billing office with an explanation of how the money will be used before the loan can be certified.

Off Campus, Off Meal Plan, and Block Meal Plan Requests

- Off campus requests must be submitted to Mrs. Pam Plasberg (pam.plasberg@christendom.edu), Director of Residence Life.
- Off meal plans requests must be submitted to Mr. Tom Heim (tom.heim@christendom.edu), Director of Operations; students living on campus require medical documentation to be off meal plan.
- Block meal plans are available for off-campus students and must be requested from Mr. Tom Heim (tom.heim@christendom.edu). Partial meal plans are not available to on campus students.

In Good Standing

To be considered in "good financial standing" with the College, students cannot have any past due amounts on their account.

For students with a payment plan, good standing updates each month as payments are due. To remain in good standing, payment must be received by the 10th of each month with no past due remaining from the previous month.

Delinquent Accounts

Accounts which are delinquent when class registration opens for the next semester will be blocked from registration and housing selection and will not be able to view grades or request transcripts until the balance is paid. Accounts with a past due balance of $100 or greater by the end of the semester may not be able to view grades or request transcripts.

Those accounts which are still delinquent at the end of the academic year may be required to sign a late payment contract detailing how and when the balance will be settled. Failure to abide by the terms of the late payment contract or refusal to sign the contract will result in the student being disqualified from future payment plans.

Students who are disqualified from payment plans will be required to pay the subsequent semester in full prior to the start of classes or they will not be allowed to return to campus.

1098-T Tax Forms

Form 1098-T are available electronically through the student's MYCHRISTENDOM account. Please note that Box 1 only includes payments towards "qualified educational expenses." These do not include room and board charges. The college cannot provide tax advice; if you have questions, please consult a qualified tax professional.

Refunds

Overpayments on student billing accounts will be held to satisfy future charges or until graduation unless a refund is specifically requested. Students may request credit balances be applied to the balance of their Christendom Loan. Refund checks will be issued to the current address listed in MYCHRISTENDOM or the student may request their refund check be delivered to their college mailbox. The student is responsible for keeping his or her contact information updated.

Refunds are not available if the student has a balance due on their account. Refunds are not available for credit balances less than $5.00.

When a student withdraws before the beginning of the semester but fails to cancel a pending disbursement from an outside loan, the disbursement will be returned to the loan company. Credit balances from outside loans will not be applied to Christendom Loan balances.

Students who leave or withdraw from the college before the end of the semester and who file a Withdrawal Notice are eligible for a refund of tuition, room, and board payments according to the following schedule. Required student fees are not refundable. Students suspended or expelled may not be eligible for a refund.

Withdrawal	Refund
First 14 calendar days of semester	60%
15th through 28th calendar day of semester	40%
29th through 42nd calendar day of semester	20%
After the 42nd calendar day of semester	No refund

(Calendar days figured from the first day of class)

The refund percentage is calculated from the total amount due to the college, not the amount of the payments made by the withdrawing student. Students enrolled in a payment plan are still responsible for any charges not eligible for a refund. A Medical Withdrawal student may qualify for an additional refund over the schedule stated above.

Refunds will be processed 30 days after the date the Withdrawal Notice is approved, and in the case of a medical withdrawal, after 30 days of receipt of the signed and completed Medical Withdrawal Certification Form.

Rome Deposit
Frequently Asked Questions

The Rome deposit is due on October 15 for students planning to go in the spring semester and on April 15 for those going the following fall semester. Students must be in good financial standing to be eligible for the Rome program.

How much is the deposit?
$2,700.00 for the 2026-27 academic year. This amount prepays the Rome fee and the student health insurance fee (please note that the student health insurance fee is a required fee).

Can the deposit be paid in increments?
Yes, but the total amount must be paid prior to the due date. The deposit amount is never included in a regular payment plan.

How do I pay my deposit?
The deposit may be paid in any of the ways available to pay normal tuition and fees (check, cash, direct debit, credit card). It may also be financed with an outside loan.

Is the deposit refundable?
The deposit is not refundable. If you drop from the Rome program, part of the deposit may be used to cover reservations made for your spot. Any remaining credit from the deposit payment will be automatically applied to your regular tuition charges.

Why doesn't the deposit appear on my account?
The charge for the deposit will not appear on your account until the first of the month when the deposit is due (October or April). However, you may make the payment prior to that.

Please note that in order to make the deposit, your account cannot be past due. If you have an outstanding balance, any payment will be automatically applied to that and will not be held as a deposit.