

## BUSINESS OFFICE INFORMATION

Primary Office Contact	<a href="mailto:BusinessOffice@CapTechU.edu">BusinessOffice@CapTechU.edu</a>	Phone 301-369-2319 Fax 301-953-8921
Kathy Werner, Director of Finance	<a href="mailto:kmwerner@CapTechU.edu">kmwerner@CapTechU.edu</a>	Phone 301-369-2322
Larissa Knoblett, Assistant Director	<a href="mailto:lbknoblett@CapTechU.edu">lbknoblett@CapTechU.edu</a>	Phone 301-369-2318

**Office Hours:** Monday–Friday 8:30am - 5:00pm. COVID Walk- in Hours Monday–Thursday 11:00am – 3:00pm

Tuition is due the first week of classes. Late fees will be applied to delinquent accounts unless payment arrangements have been made.

Deferred Payment Plan: \$30 charge per semester. UG (UNDERGRAD): Account balance divided into 3 equal payments. GR (DOC/GRAD): Account balance divided into 2 equal payments.

### COVID Fall Payments due:

August 31, 2020 (UG/GR)  
October 1, 2020 (UG/GR)  
November 1, 2020 (UG)  
December 1, 2020 (UG)

### Spring Payments due:

January 5, 2021 (UG/GR)  
February 1, 2021 (UG/GR)  
March 1, 2021 (UG)

\*\*Acceptable forms of payments include cash, check (payable to “Capitol Technology University” or “CapTechU”, cashier check, money order, and credit card (Visa, MasterCard, American Express, Discover)\*\*

**Dropping or Withdrawing from Courses:** It is your responsibility to officially drop any class you are registered for, even if you did not attend the first class meeting. Not attending classes is **not** an official withdrawal, and it does not relieve you of your financial obligation.

### Tuition Refund Schedule:

#### 8-week Term (Graduate Only)

100% - Drops before the first day of classes  
75% - During the first week of class  
50% - During the second week of class  
25% - During the third week of class  
No refund - After the third week of class

#### 16-week Semester (Graduate and UG)

100% - Drops before the first day of classes  
75% - During the second week of class  
50% - During the third week of class  
25% - During the fourth week of class  
No refund - After the fourth week of class

\*\*Exact dates per semester can be found in University Catalog\*\*

### Financial Aid:

The Business Office will provide a bill that includes the student’s anticipated aid once we receive the student’s registration.

Financial Aid Disbursement Week scheduled for September 28 - October 5, 2020 and February 1-8 2021.

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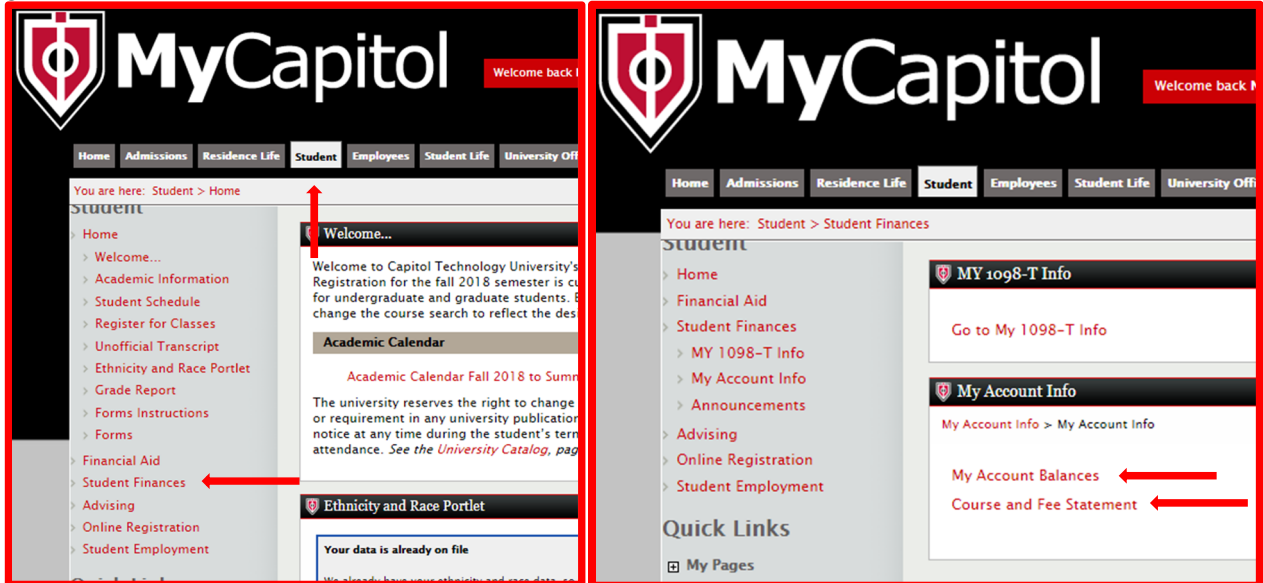
### Book Vouchers:

Book vouchers are available to students who have Financial Aid in excess of charges (Tuition, Fees, and Housing). Students wishing to request a book voucher must visit our online bookstore, [www.bkstr.com/capitoltechstore/home](http://www.bkstr.com/capitoltechstore/home), place all their books in the online shopping cart, and send a screenshot, including taxes and shipping, to [BusinessOffice@CapTechU.edu](mailto:BusinessOffice@CapTechU.edu). Their student account will be evaluated to ensure they have enough additional Financial Aid to cover their book expenses and then a voucher will be issued.

### Online Portal:

How to access your account and pay your balance online:

1. [www.mycapitol.capttechu.edu](http://www.mycapitol.capttechu.edu) - Log in
2. Click on the **"Student"** tab along the top, then **"Student Finances"** along the left hand side
3. **"My Account Balances"** will allow you to pay on your account. **"Course and Fee Statement"** will generate an invoice.



\*\*\*Please note: Payments take one business day to post to the online course and fee statement. Financial Aid and Scholarships will not post to online course and fee statements until Financial Aid Disbursement Week\*\*\*

Additional information, including current tuition and housing rates, can be found on the portal by clicking the "University Offices" tab and "Business Office" link.

