



# Course Payment Policy

## Deposit

Each student who registers for a summer course(s) must pay a \$150 non-refundable\* deposit for **each** individual course.

- The deposit is invoiced directly through the Field Station and is not payable to Millersville University.
- Students are typically invoiced for the deposit in mid-January. Your spot is not secured, and you will not receive an invoice for the cost of your course(s) until the deposit is paid.

## Important

**Deposits are non-refundable unless the class is cancelled.** In cases where a student from a cancelled class selects an alternate course, the deposit is transferred to the new course. The deposit for Coral Reef Ecology is \$1,000.

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## Invoicing and Due Dates

Invoicing and due dates for each session are available on the CBFS Payment Schedule\*\* for the applicable term.

- Students will be billed directly through Millersville University for the cost of their course and Field Station Fees (housing and most meals). You will receive separate invoices for each session.
- It is the student's responsibility to keep up with important billing dates.

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## Payment Expectations

**FULL PAYMENT OF THE SUMMER COURSE IS EXPECTED PRIOR TO THE START OF THE COURSE.**

- Students who do not make full payment or authorize financial aid by the due date will be dropped from the course.
  - Authorized Financial Aid means that your aid is scheduled or set up to pay and reflected as a credit toward your bill with the Office of Student Accounts.
  - To ensure your aid is authorized, refer to the Financial Aid Process for CBFS. Make sure to complete a [FAFSA](#) and [Summer Aid Application](#).
- Any payment made will be returned, except for the non-refundable deposit. Processing refunds may take up to three weeks.

## Dropping Classes or Switching Sessions

Students may decide to add or drop courses. To do so, you must email [ur@cbfieldstation.org](mailto:ur@cbfieldstation.org) directly to receive the necessary approval.

If a student wishes to change classes to another session, payment is due based on the new session they are applying for. If the listed due date has passed at the time of adding, the full payment will be due 5 business days after receipt of the invoice. **If approved, any payments made will be transferred to the new course.**

## Financial Aid

Financial aid eligibility for Chincoteague Bay Field Station (CBFS) summer courses depends entirely on the student's **home institution**—the school where the student is earning their degree. Processing responsibilities differ based on the student type.

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### Millersville Students (MU is the Home Institution)

The Office of Financial Aid (OFA) processes financial aid for degree-seeking MU students enrolled in CBFS courses.

#### Requirements

- Complete the **most recent FAFSA**.
  - *Summer marks the start of a new academic year.*
  - For Summer 2026, students must complete the **2026–2027 FAFSA**.
- Submit the **Summer Aid Application** (typically available beginning **March 15**).
- No additional forms are required unless the student is requesting to borrow **beyond their standard Cost of Attendance (COA)** and can document additional expenses.

#### Cost of Attendance Notes

MU's COA already includes allowances for:

- Tuition and fees
- Housing and meals
- Books, supplies, and other educational expenses

#### Billing & Aid Application

- All CBFS tuition and Field Station fees are billed through **Millersville's Office of Student Accounts (OSA)**.
- OFA will apply eligible financial aid directly to the student's MU bill.
- Aid does **not** physically disburse until **mid-July**, per MU's summer disbursement schedule.
- If financial aid exceeds the charges, the remaining amount will be **refunded** to the student. Students are encouraged to sign up for **Direct Deposit** with OSA.

## If Additional Funding Is Needed

Students may explore:

- Additional federal loans (if eligible)
- Private or alternative loan options

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## Students From Other PASSHE Institutions

Millersville **cannot** process financial aid for students whose home institution is another PASSHE school.

Financial aid is awarded and disbursed by the **home school**.

### Requirements

- Students must request their home institution's **PASSHE Visiting Student Form or Consortium Agreement**.
- Students complete their portion and then submit the form to MU's **Office of Financial Aid (OFA)**.
- OFA will complete the **cost and enrollment** section and return it to the home institution.

### Important

CBFS courses **will not qualify** for aid at the home institution unless the form is fully processed and approved.

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## Students From Non-PASSHE Colleges/Universities

Financial aid for non-PASSHE students is processed exclusively by the **home institution**.

### Requirements

- Students must ask their home financial aid office if they allow consortium agreements for CBFS courses.
- If approved, students submit their home institution's consortium form to MU's OFA.
- OFA will verify costs and enrollment and return the completed form to the home institution.

### Important

If the Home Institution Does Not Allow Consortium Agreements, students may be required to:

- Self-pay, or
- Apply for private/alternative loans