



## HOUSING PAYMENT INFORMATION

### WHO DO I MAKE THE CHECK OR MONEY ORDER OUT TO?

Check/money orders are made payable to:

**Capstone Management**

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### WHERE DO I MAIL MY CHECK OR MONEY ORDER?

Our Mailing Address:

**Capstone Management**

**415 Towson Way, Suite 135**

**Towson, MD 21252**

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### HOW DO I MAKE PAYMENTS?

#### Delivered to the Office or Mailed:

We accept check or money orders mailed to our office or dropped off during normal business hours, Monday-Friday 9am-5pm.

*(Please note: We are unable to accept cash.)*

#### Online Payments:

A [Resident Portal](#) is available to make online payments.

*(A guide on how to pay online is available [here](#).)*

You may use a credit card (a fee of 2.5% will be assessed) or a bank draft (no fee assessed) to pay online.

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## WHEN ARE PAYMENTS DUE?

### If you are paying by the semester:

Fall 2017 – August 24<sup>th</sup>, 2017

Spring 2018 – January 27<sup>th</sup>, 2018

*The cost per semester for 2017-2018 is \$4117. Your housing deposit of \$325 is applied towards the fall payment.*

### If you are making monthly payments:

Please make sure we have a monthly payment plan on file. The monthly payment plan form is available [here](#). Monthly payment plans cannot be used in conjunction with Financial Aid.

*Reservation Fee - \$325*

*August 24, 2017 - \$960*

*October 2, 2017 - \$960*

*November 1, 2017 - \$960*

*December 1, 2017 - \$960*

*January 2, 2018 - \$960*

*January 28, 2018 - \$960*

*February 1, 2018 - \$960*

*March 1, 2018 - \$960*

*April 2, 2018 - \$960*

*May 1, 2018 - \$325*

### If you are using Financial Aid:

Please make sure we have a Financial Aid Agreement on file. The Financial Aid Agreement is available [here](#). If you need help filling out this form, please refer to [our guide](#).

Financial Aid cannot be used in conjunction with the Monthly Payment Plan.

Payment for your housing is due upon receipt of your financial aid reimbursement.

It is the responsibility of the student to inform our office if your financial aid will be delayed and provide us with proper documentation.

*Towson University does not transfer your financial aid to our office for payment. They will reimburse the money to your account or send you a rebate check in the mail. You must then make a personal payment to our office.*