

2024-25

STUDENT
ACCOUNT
BILLING
GUIDE

WELCOME TO THE
2024-25 ACADEMIC YEAR!

TABLE OF CONTENTS

Office of Student Accounts

OFFICE OF STUDENT ACCOUNTS

The Office of Student Accounts is responsible for:

- Billing of tuition, housing, food, fees, and related charges.
- Collecting payments related to those charges.

The office provides information about:

- Student fees, health insurance billing
- Billing schedules
- Comprehensive fees
- Payment methods
- Tuition payment plans
- International bank transfers
- Pioneer One-Card deposits
- Refunds, and more.

This booklet provides important information regarding the student billing account.

Keep this copy for future reference.

Information regarding student billing is also available on our website at: **grinnell.edu/student-accounts**

CONTACT US

 **Grinnell College**
Office of Student Accounts

1227 Park St.
Grinnell, IA 50112

Phone: 641-269-4100
Email: studentaccounts@grinnell.edu
Web: grinnell.edu/student-accounts

STUDENT BILLING: TUITION AND FEES

www.grinnell.edu/billing

www.grinnell.edu/fees

Action Required by July 29, 2024, for the fall semester.

Your statement is for fees due for the first semester. You will be billed again in November for the second semester (see Important Billing Dates section).

All students are notified through their Grinnell email account when the semester statement is first available online.

Authorized users *who were previously set up* will also receive an email announcement once the billing statement is first available online (see Student Online Billing; Setting Up Authorized Users section).

A paper copy of the first statement of the semester is mailed to the address provided by the student, unless it is an international address. **Paper statements are not mailed internationally.**

You must pay any balance due or be enrolled in a payment plan by **July 29, 2024**, except for balances directly related to **work study** (see Work Study section) or balances related to a current Monthly Tuition Payment Plan. See Monthly Tuition Payment Plan section for details on setting up a plan.

See **Important Billing Dates** section for Spring 2025 billing dates.

If you have any **unpaid balance** other than your work-study balance or the balance covered by a current Monthly Tuition Payment Plan when you arrive in August, you will not be allowed to:

- Register for classes or
- Complete arrival confirmation.

While your balance is unpaid, you will not be entitled to:

- food,
- housing,
- admission to classes, or
- issuance of transcripts.

We will consider your account delinquent if you do not pay your account in full or have a current Monthly Tuition Payment Plan in place by **July 29, 2024**. Seriously delinquent accounts will be charged a monthly finance charge of 1.5% per month.

STUDENT ONLINE BILLING

grinnell.edu/online-payments

Students can access printable online statements, make payments, add authorized users, and set up payment plans through Self Service Student Finance.

TransferMate

Grinnell College also partners with TransferMate to provide a streamlined and secure payment method directly through your online student account (link to <https://colss-prod.ec.grinnell.edu/Student/Finance>) which also reduces bank fees and improves your payment experience. Authorized Users will also find this payment method within their Authorized User portal.

Monthly Tuition Payment Plan grinnell.edu/payment-plan

Grinnell College offers semester tuition payment plans administered by TouchNet.

Payment plans are a convenient, manageable payment solution that provides the option to pay tuition each semester in interest-free monthly installments, rather than as one lump sum.

Enrollment in the Grinnell Real Time plan can be set up after semester billing is complete and will close on the first day of classes (see Important Billing Dates). This is a payment plan that matches the student account balance in real-time.

- The **enrollment fee is \$45 per semester**. The deadline to enroll is the first day of classes for each semester.
- Each monthly installment is due on the 25th.

Payment plan installments:

- **Five installments for the fall semester:** June, July, August, September, and October
- **Six installments for the spring semester:** November, December, January, February, March, and April.
- **Any missed installments** will be due when enrolling in the payment plan, along with the enrollment fee.
- **Please note:** Any changes in the student account balance will automatically update your installment amounts:
 - o If a charge is added or financial aid is reduced/removed to increase the balance, **the remaining installments will increase accordingly**. Note: changes in aid can take 2–3 days to show up on a student's bill. A computer-generated email is sent to notify of changes to installments.

- o If a student is making work-study payments to their account or any other payment outside of an online plan installment is received, **the next installment will decrease accordingly**. A computer-generated email is sent to notify of changes to next installment.

International Students and Monthly Payment Plans

Unfortunately, payment plans do not currently accept international bank transfers as forms of payment. International students who wish to enroll in a payment plan should email our office at studentaccounts@grinnell.edu.

We suggest that international students set up a U.S. bank account as soon as they arrive on campus and have money wired to their U.S. bank account to pay monthly installments online.

Visit grinnell.edu/payment-plan for more information about the Monthly Tuition Payment Plan option and instructions on how to enroll in a payment plan; or call TouchNet Payment Plans' support number for plan-specific questions: 833-269-3675.

529 Savings Plans

You are responsible for contacting your 529 Savings Plan or Pre-Paid Plan as soon as possible to arrange **check or wire transfer** payment to Grinnell College on your behalf.

DAMAGE DEPOSIT

All new Grinnell students are required to pay a \$125 damage deposit that is included as a charge on the first billing statement. This deposit serves as a key deposit and damage deposit for the residence halls.

Prior to billing each fall semester, the \$125 level will be replenished if charges have been applied to the damage account.

Upon graduation or withdrawal from the College, the unused deposit will be credited to the student account.

ACTIVITY FEE

The Activity Fee is charged to all students. This fee funds different types of activities, programs, and events for the benefit of the entire student body.

STUDENT HEALTH INSURANCE FEE

grinnell.edu/health-insurance

<http://www.gallagherstudent.com/grinnell>

All full-time students must be covered by a U.S.-based, Affordable Care Act–Compliant health insurance policy that covers them in Iowa under in-network benefits.

Action Required by August 14, 2024

Each fall semester, we automatically bill you for the student health insurance plan offered through Grinnell College. **Coverage for the Student Health Insurance Plan is from August 14, 2024, through August 13, 2025.**

- **If you are covered** by a U.S.-based, Affordable Care Act–Compliant health insurance policy that covers you in Iowa under in-network benefits, **you must fill out the waiver form** to remove the charge for the Grinnell Student Health Insurance Plan.
- **If you are not covered** by a U.S.-based, Affordable Care Act–Compliant health insurance policy that covers you in Iowa under in-network benefits, **you must fill out the enrollment form.**
 - o **Fill out the enrollment form early** to set up your Student Health Insurance Plan account and receive your Student Health Insurance ID card when coverage begins. If you do not, you must l

- **First-time users**, you will receive an email from Gallagher Student Health with a temporary password. You will be required to create a new password the first time you log in.
- **Returning users** can use the "Forgot password" option if you do not remember your password from last year.
- **Choose either** "ENROLL" or "WAIVE."
- **Follow the instructions** to complete the form. If waiving the insurance, have your current health insurance ID card ready; you will need this information to complete the waiver form. You will be asked to review the information provided and click "submit" to complete the process. Immediately upon submitting your online form, you will receive a reference number. Please note and keep this information for your record.
- The health insurance fee will be credited back to the account when Grinnell College receives notice of a successful waiver submission.
- Students who enroll in the student health insurance will be emailed instructions on how to print ID cards and verification letters from their account at the Gallagher Student Health website when the policy begins. *Note: If you do not self-enroll, your insurance ID card and verification letter will be delayed.*

FINANCIAL AID

grinnell.edu/online-financial-aid

Check your billing statement to be sure your aid is reflected. If you think you are entitled to aid that is not reflected on the billing statement, make sure that all financial aid requirements have been completed.

To do so:

- Call the Financial Aid Office, 641-269-3250 or
- Login to the Online Financial Aid Office, grinnell.edu/online-financial-aid, to accept awards and loans or provide missing documents.

Note: **Work-study awards are not reflected as a credit on the billing statement** (see Work-Study section).

OUTSIDE SCHOLARSHIPS AND EMPLOYEE BENEFITS

Are you expecting to receive outside scholarships or private employee benefits that have no affiliation with Grinnell College?

Report them to the Office of Financial Aid, 641-269-3250, FinAid@grinnell.edu, to have them reflected on your statement.

You are responsible for submitting these funds to the College in a timely manner. **If we do not receive expected outside scholarships or employee benefits by mid-semester, you will not be able to pre-register for the next semester or request transcripts until those balances are paid.**

DIRECT DEPOSIT FOR REFUNDS

All students should provide bank information for any possible refunds. Banking information can be added in the Student Self Service

portal at <https://colss-prod.ec.grinnell.edu/Student>

- Verification of new bank information
- od.ec.e-0.9 (ledoans)6ughJEMC

OFF-CAMPUS STUDY BILLING

grinnell.edu/ocs

grinnell.edu/fin-aid-ocs

If you are studying off-campus this semester, you will be charged Grinnell's tuition or the tuition of the program you attend, whichever is greater.

Note:

The College will bill the student the estimated costs of the program in which the student is enrolled prior to the beginning of the semester. After Grinnell receives the invoice from the program, an adjustment will be made to the student billing to reflect actual charges. Please note that programs differ in the types of charges they bill to Grinnell College. Personal expenses above and beyond actual program costs that are not included by any program in the charges billed to the College are entirely the responsibility of the student. If you have questions about the Off-Campus Study charges on your billing statement, contact the Office of Student Accounts at 641-269-4100.

If you have questions about the Off-Campus Study Financial Aid on your billing statement, contact the Financial Aid Office at 641-269-3250.

If you have questions about your program, contact the Off-Campus Study Office at 641-269-4790.

TUITION INSURANCE

[grinnell.edu/tuition-insurance](https://www.grinnell.edu/tuition-insurance)

Grinnell College now provides families with the opportunity to protect their college investment with insurance through GradGuard.

For more information, call GradGuard at 1-888-794-6603 or see the website listed above for details.

DENTAL INSURANCE

<https://www.grinnell.edu/student-dental-insurance>

Grinnell College students are eligible to enroll in the PPO Plus Premier Dental plan. Visit the website listed or call 1-877-247-8817 for more information.

CAMPUS CARD ACCOUNTS

grinnell.edu/student-accounts-p-card

get.cbord.com/Grinnell

You will use the College's ID card — **Pioneer One Card** or **P-Card** — to access the residence halls and the dining hall.

You can add a balance to your card using the Campus Cash option, which allows you make purchases on campus without carrying cash.

Add funds to Campus Cash online through get.cbord.com/Grinnell

Spending Campus Cash

You can use your card balance at:

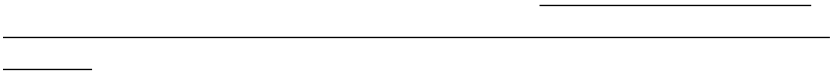
- the bookstore,
- Spencer Grill,
- Global Café,
- campus mailroom,
- campus copiers, and
- Marketplace Dining.

Upon graduation or withdrawal from Grinnell College, we will credit any balance remaining on your Pioneer One Card to your billing statement. **NOTE: Pioneer One Card account balances cannot be**

STUDENT PAYROLL

grinnell.edu/payroll

Direct questions about student payroll, payroll direct deposit, W-2 forms, Novatime, and timeclock to the Payroll Office, 641-269-3580 or



IMPORTANT BILLING DATES

JUNE 21, 2024

Fall '24 Tuition Billed

JULY 29, 2024

1. Billing Agreement Form Due (first-year and transfer students)
grinnell.edu/billing-auth-form
2. Payment Due for Fall '24
grinnell.edu/billing

AUGUST 14, 2024

Student Health Insurance Waiver or Enrollment Due

www.grinnell.edu/health-insurance

Students who do not waive insurance by this date **will be enrolled** by default.

Questions about the Student Health Insurance Plan should be directed to:

- Gallagher Customer Service at 844-269-4995 or the Live Chat available at website.
- Jim Mulholland, director of risk management, Grinnell College at 641-269-4818.
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CONTACTS FOR QUESTIONS

Student Employment and Student Employment Forms: [Contact](#)

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