

2019-20

STUDENT  
ACCOUNT  
BILLING  
GUIDE

**WELCOME TO THE  
2019-20 ACADEMIC YEAR!**



**Grinnell College**

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# OFFICE OF STUDENT ACCOUNTS

The Office of Student Accounts is responsible for:

- billing of tuition, room, meal plans, fees and related charges and
- 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: **[www.grinnell.edu/student-accounts](http://www.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](mailto:studentaccounts@grinnell.edu)  
Web: [www.grinnell.edu/student-accounts](http://www.grinnell.edu/student-accounts)

# BILLING AUTHORIZATION FORM

[www.grinnell.edu/billing-auth-form](http://www.grinnell.edu/billing-auth-form)

**First-year students must submit a billing authorization form.**

Federal law requires us to have a billing authorization form on file for each student. This form authorizes us to give billing information to designated people over the phone and in person. **You must complete this form before we can release any information to anyone other than you.** It also provides direction on how to handle any possible Title IV financial aid credit balances.

**Action required by July 29, 2019.**

Complete the form at [www.grinnell.edu/billing-auth-form](http://www.grinnell.edu/billing-auth-form).

- You will need your Grinnell username (do not include @grinnell.edu) and password.
- You will need your student account/ID number.
- You may change the information on the form at any time by submitting a new form.

**Note:** This form **does not** authorize others to use the **online payment system** (see Authorized Users section).

# STUDENT BILLING: TUITION AND FEES

[www.grinnell.edu/billing](http://www.grinnell.edu/billing)  
[www.grinnell.edu/fees](http://www.grinnell.edu/fees)

## Action required by July 29, 2019, for 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 by **July 29, 2019**, with the exception of balances directly related to **work study** (see Work Study section).

See **Important Billing Dates** section for spring 2020 billing dates.

If you have any **unpaid balance** other than your work-study balance when you arrive in August, you will not be allowed to:

- Register for classes.
- Complete online confirmation.

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

- Board
- Room
- Admission to classes
- Issuance of transcripts

We will consider your account delinquent if you do not pay your account in full by **July 29, 2019**. Seriously delinquent accounts will be charged a monthly finance charge of 1.5% per month.

# STUDENT ONLINE BILLING

[www.grinnell.edu/online-payments](http://www.grinnell.edu/online-payments)

Students can access printable online statements, make payments, add authorized users and set up payment plans through GrinnellShare.

## **Student access to printable statements & payment portal:**

1. Log in to GrinnellShare [grinnellshare.grinnell.edu](http://grinnellshare.grinnell.edu).
2. Click on “Student” tab.
3. Click on “Student On-line Billing” in the Finances / Aid section.
4. Click on “Make a payment” button to make payments, authorize users and set up payment plans.
5. **Or** click on “View my bills” button.
6. Enter login information again, click on current term, click on “Expand All” to see all charges and credits, or click on “View Statement” to view printable PDF statement.

We encourage students to review their online statements on a regular basis. Students are responsible for making sure their balances are paid.

*Parents and others can view account activity, account balances, set up a payment plan, and make online payments **after** their student adds them as an authorized user (see Authorized Users section).*

## **Setting Up Authorized Users**

[www.grinnell.edu/online-payments](http://www.grinnell.edu/online-payments)

Parents and others can view account activity, account balances, set up a payment plan, and make online payments **after** their student sets them up as an authorized user. No one else can do this.

How to set up an authorized user:

1. Students must log in to GrinnellShare [grinnellshare.grinnell.edu](http://grinnellshare.grinnell.edu).
2. Click on “Student” tab.
3. Click on “Student On-line Billing” in the Finances / Aid section.
4. Click on “Make a payment” button.
5. When the home screen appears, click on “Authorized Users” at the top right of the page and follow the instructions.

The authorized person will receive two separate emails with instructions on how to log in to their authorized user account. Authorized users will receive their own login links.

# MAKING PAYMENTS: ONLINE, IN PERSON, OR BY MAIL

[www.grinnell.edu/billing](http://www.grinnell.edu/billing)

[www.grinnell.edu/online-payments](http://www.grinnell.edu/online-payments)

**Warning! We charge a \$25 fee for any returned payments.**

## By Mail

Personal U.S. check, U.S. money order, U.S. cashier's check, 529 Plan check.

Make checks payable to Grinnell College.

Add your **student name or ID#** in the memo.

Mail checks to: Grinnell College Office of Student Accounts, 1227 Park St.,  
Grinnell, IA 50112

## In Person

Cash, personal U.S. check, U.S. money order, U.S. cashier's check, or 529 Plan check.

Submit at the Office of Student Accounts, 1227 Park St., Grinnell.

*Note:* **We do not accept credit card payments** at the Office of Student Accounts **or** over the phone. Use the online payment option for card payments.

## Online

[www.grinnell.edu/online-payments](http://www.grinnell.edu/online-payments)

Students and their authorized users can make online U.S. payments 24 hours a day. Accepted online payment methods:

- Electronic U.S. check payment with no extra charge.
- *U.S. credit card payments through PayPath with a 2.85% convenience fee.*

## International Bank Payments

[www.flywire.com/school/grinnell](http://www.flywire.com/school/grinnell)

Grinnell College partners with Flywire to offer you an innovative way to make international tuition payments.

Developed especially for the international student, Flywire offers a simple, secure and cost-effective method for transferring and processing payments in international currencies.

## 529 Savings Plans

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

# MONTHLY TUITION PAYMENT PLAN

[www.grinnell.edu/payment-plan](http://www.grinnell.edu/payment-plan)

Grinnell College offers tuition payment plans administered by TouchNet.

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

- The *Grinnell Real Time* plan can be set up once semester billing is complete. This is a payment plan that matches the student account balance in Real-time. The **enrollment fee is \$25 per semester**. The deadline to enroll is the first day of classes for each semester. Each installment is due the 25th of the month.
- Please Note: Any changes in the student account balance will automatically update your installment amounts:
  - If a charge is added or Financial Aid is reduced/removed that increases the balance, the remaining installments will increase accordingly. A computer generated email is sent to notify of changes to installments.
  - If a student is making work study payments to their account, or any other payment outside of a plan installment is received, the next installment will decrease accordingly. A computer generated email is sent to notify of changes to next installment.

The *Real Time* payment plan offers five installments for fall semester: June, July, August, September and October and six installments for spring semester: November, December, January, February, March and April.

***Installments not received within 10 days of the due date will incur a \$20 late fee.***

## International Students and Monthly Payment Plans

Unfortunately, the payment plan does not currently accept international bank transfers as forms of payments. We suggest that international students who wish to set up a payment plan to 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 cover monthly installments.

Visit [www.grinnell.edu/payment-plan](http://www.grinnell.edu/payment-plan) for more information about the monthly tuition payment plan options or call Touchnet payment plans support number: 833-269-3675.

## WORK STUDY

The work-study award **is not listed as a credit** on your billing statement as it is optional. You can leave the amount of your semester work-study award as a balance due on your billing statement and pay it off throughout the semester.

**You are responsible for making regular work-study payments throughout the semester.** We encourage you to set up payroll deduction with the Payroll Office to ensure you make regular payments towards your remaining work-study balance.

If regular payments are not made by the preregistration date (See Important Billing Dates section) or you are not on track to pay the balance off by the end of the semester, you will not be able to preregister for the next semester.

## DAMAGE DEPOSIT

All new Grinnell students are required to pay a \$100 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 \$100 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 whole student body.

# STUDENT HEALTH INSURANCE FEE

[www.grinnell.edu/health-insurance](http://www.grinnell.edu/health-insurance)

[gallagherstudent.com/grinnell](http://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.

## Action Required by Aug. 14, 2019.

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 Aug. 14, 2019 until Aug. 13, 2020.**

- If you are covered by an acceptable alternate policy, you must fill out the waiver form to remove the charge for the Grinnell Student Health Insurance Plan.
- If not, you must fill out the enrollment form. **Enroll early** to set up your Student Health Insurance Plan account and receive your student health insurance ID card when coverage begins.

You must **enroll in or waive out of** student health insurance by **Aug. 14, 2019. Waivers will not be accepted after this deadline.**

For plan information, forms, and instructions, visit and log in to [gallagherstudent.com/grinnell](http://gallagherstudent.com/grinnell).

First-time users, you will need your nine (9)-digit student ID number (e.g., 000123456) and your Grinnell email address. Login instructions are provided at [gallagherstudent.com/grinnell](http://gallagherstudent.com/grinnell).

Returning users can use the "Forgot password" option if you do not remember your password from last year.

## NOTE:

- **Out-of-state Medicaid and International policies are not acceptable alternatives.**
- If your waiver is denied, we will still enroll you in the health plan and charge you the premium.

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

Gallagher Customer Service at 844-269-4995 or the live chat available on the website.

Or contact our local agent, Dustin Smith, at 641-236-3141.

## FINANCIAL AID

[www.grinnell.edu/online-financial-aid](http://www.grinnell.edu/online-financial-aid)

Check your statement to be sure your aid is reflected. If you think that you are entitled to aid 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 log in to the online Financial Aid Office, [www.grinnell.edu/online-financial-aid](http://www.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 with no affiliation to Grinnell College?

Report them to the Office of Financial Aid, 641-269-3250, [FinAid@grinnell.edu](mailto:FinAid@grinnell.edu), to have them reflected on your statement.

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

## OFF-CAMPUS STUDY BILLING

[www.grinnell.edu/ocs](http://www.grinnell.edu/ocs)

[www.grinnell.edu/fin-aid-ocs](http://www.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.**

You pay the initial deposit for off-campus study directly to the program. Grinnell pays all other program invoices directly and in turn bills you for the remaining balance after financial aid has been applied.

We will bill you the *estimated* costs of your OCS program prior to the beginning of the semester.

*A spreadsheet illustrating **estimated costs** of each program is available online at [www.grinnell.edu/fin-aid-ocs](http://www.grinnell.edu/fin-aid-ocs).*

After we receive the invoice from your program, we will adjust your billing to reflect your actual charges.

**Note:** Programs differ in the types of charges they bill to Grinnell College. You are responsible for any additional expenses above those billed to the College.

If you have questions about the off-campus study charges on your billing statement, contact the Office of Student Accounts, 641-269-4100.

If you have questions about the off-campus study financial aid on your billing statement, contact the Financial Aid Office, 641-269-3250.

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

## TUITION INSURANCE

[www.grinnell.edu/about/offices-services/student-accounts/tuition-insurance](http://www.grinnell.edu/about/offices-services/student-accounts/tuition-insurance)

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

For more information, call Allianz at 1-888-427-5045, or see website listed above for details.

## DENTAL INSURANCE

[grinnell.studentbenefitplans.com](http://grinnell.studentbenefitplans.com)

Grinnell College students now have access to an employer quality dental plan at an affordable cost.

Visit the website listed, or call 877-247-8817 for more information.

## CAMPUS CARD ACCOUNTS

[www.grinnell.edu/student-accounts-p-card](http://www.grinnell.edu/student-accounts-p-card)

[get.cbord.com/Grinnell](http://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](http://get.cbord.com/Grinnell).

### Spending Campus Cash

You can use your card balance at:

- The bookstore (Pioneer Bookshop)
- Vending machines
- Spencer Grill
- Campus mailroom
- Campus copiers
- 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 withdrawn as cash.**

## FEDERAL EMPLOYMENT FORMS

[www.grinnell.edu/student-accounts-forms](http://www.grinnell.edu/student-accounts-forms)

You must complete federal and state employment forms to be employed at the College, *including* for work study.

**Identification documents for the Federal I-9 form must be original documents; no copies or scans are accepted.**

Please refer to your **New Student Days schedule for locations and times** you may complete these forms.

If you have any questions regarding student employment or filling out employment forms, please contact **Mark Watts, student employment coordinator**, at [watts@grinnell.edu](mailto:watts@grinnell.edu), 641-269-4652.

## STUDENT PAYROLL

[www.grinnell.edu/payroll](http://www.grinnell.edu/payroll)

Direct questions about student payroll, W-2 forms, Novatime, and time clock to the payroll office, 641-269-3580 or [payroll@grinnell.edu](mailto:payroll@grinnell.edu).

## 1098-T TAX FORMS

1098-T tax forms for years **2017** and **2018** are available through ECSI, **heartland.ecsi.net**. You will need your first and last name, Social Security number, and zip code of your home address on file with Grinnell College to access your form. Future-year 1098-T forms will be available no later than Jan. 31.

## IMPORTANT BILLING DATES

### JUNE 21, 2019

Fall 2019 Tuition Billed

### JULY 29, 2019

1. Billing Authorization Form Due (first year and transfer students)

**[www.grinnell.edu/billing-auth-form](http://www.grinnell.edu/billing-auth-form)**

2. Payment Due for Fall 2019

**[www.grinnell.edu/billing](http://www.grinnell.edu/billing)**

### AUG. 14, 2019

Student Health Insurance Waiver or Enrollment Due

**[www.grinnell.edu/health-insurance](http://www.grinnell.edu/health-insurance)**

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

### NOV. 1–14, 2019

Preregistration for Spring 2020

In order to preregister all fall balances must be paid in full unless related to work study or to a payment plan in good standing. **All work-study balances must be on track to be paid in full by the end of the semester** *according to number of pay periods in the semester.*

### NOV. 20, 2019

Spring 2020 Tuition Billed

### DEC. 18, 2019

Payment Due for Spring 2020

**[www.grinnell.edu/billing](http://www.grinnell.edu/billing)**

### APRIL 13–23, 2020

Preregistration for Fall 2020

In order to preregister all spring balances must be paid in full unless related to work study or to a payment plan in good standing. **All work-study balances must be on track to be paid in full by the end of the semester** *according to number of pay periods in the semester.*

# CONTACTS FOR QUESTIONS

**Financial Aid:** Loans, grants, scholarships, employee benefits, and work study. Contact the financial aid office at 641-269-3250 or [finaid@grinnell.edu](mailto:finaid@grinnell.edu).

**Meal Plans:** Contact the Dining Services office at 641-269-3661 or [searsmic@grinnell.edu](mailto:searsmic@grinnell.edu).

**Pioneer One-Card:** Contact the Dining Services office at 641-269-3661 or [searsmic@grinnell.edu](mailto:searsmic@grinnell.edu). Add funds to the P-Card online at [get.cbord.com/grinnell](http://get.cbord.com/grinnell).

**Student Health Insurance Plan Information:** Visit [gallagherstudent.com/grinnell](http://gallagherstudent.com/grinnell) for a plan brochure, or contact Gallagher customer service at 844-269-4995 or our local insurance agent, Dustin Smith, at 641-236-3141.

**Student Health Insurance Waive or Enroll:** Visit [gallagherstudent.com/Grinnell](http://gallagherstudent.com/Grinnell), or contact Gallagher customer service at 844-269-4995 or our local Insurance agent, Dustin Smith, at 641-236-3141.

**Student Health Services Provided on Campus:** Contact Student Health and Wellness at 641-269-3230 or [www.grinnell.edu/about/offices-services/student-health](http://www.grinnell.edu/about/offices-services/student-health).

**Student Employment:** Contact Mark Watts, student employment coordinator, at 641-269-4652 or [watts@grinnell.edu](mailto:watts@grinnell.edu).

**Student Payroll:** Contact Carrie Jones, payroll technician, at 641-269-3580 or [payroll@grinnell.edu](mailto:payroll@grinnell.edu).

**Billing Statement:** Contact the Office of Student Accounts at 641-269-4100 or by email at [studentaccounts@grinnell.edu](mailto:studentaccounts@grinnell.edu).

**Billing Authorization Form:** Contact the Office of Student Accounts at 641-269-4100 or by email at [studentaccounts@grinnell.edu](mailto:studentaccounts@grinnell.edu).

**Online Billing:** Contact the Office of Student Accounts at 641-269-4100 or by email at [studentaccounts@grinnell.edu](mailto:studentaccounts@grinnell.edu).

**Payments:** Contact the Office of Student Accounts at 641-269-4100 or by email at [studentaccounts@grinnell.edu](mailto:studentaccounts@grinnell.edu).

**Office of Student Accounts**

1227 Park St.  
Grinnell, IA 50112

Phone: 641-269-4100

Email: [studentaccounts@grinnell.edu](mailto:studentaccounts@grinnell.edu)

Web: [www.grinnell.edu/studentaccounts](http://www.grinnell.edu/studentaccounts)



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