



Accounting Office 2011-12

www.goshen.edu/accounting

Accounting Office • 574-535-7513 • accounting@goshen.edu

Things you need to know from the Accounting Office

- Accounting office information
 - Office hours: 8-5 Monday - Friday (closed 12:30 - 1:00 for lunch).
 - Cashier hours: 9:30 - 12:30 Monday - Friday.
 - Located in basement of Administration Building - Room 05
 - E-mail: accounting@goshen.edu
 - Phone: (574) 535-7513
 - Website: www.goshen.edu/accounting - Gives information and important announcements for students and parents, including payment due dates, online payments and payment plan information.
- Payment Options
 - **Payment due dates:** *Fall 11-12 – August 11, Spring 11-12 – December 15, May term 11-12 – April 25.*
 - Pay in full by due dates each semester by check or cash directly at Goshen College or by paying in full online.
 - Monthly Payment Plan: Contracts may be arranged with our partner **Nelnet Business Solutions** for a low cost monthly payment program to extend throughout the year.
 - \$50 late payment fee if GC account is not paid in full by the **due date** each semester
- Statements of account
 - Generated as of the 10th of each month.
 - Finance charges assessed on the 10th of each month on unpaid balances over 30 days at a 12 percent annual rate.
 - Statements sent to all students through campus mail. Second statement can be sent to one other address. This needs to be authorized *when entering information through the Online Data Verification before check in.*
 - Persons receiving a statement *may call in to get* information about the student's account. Must know student's ID number.
 - Tuition account detail information can be accessed at gconline.goshen.edu. Log on to GCOOnline, select *Personal/Academic/Financial Information, My Profile, My Finances, and A/R student charges.* This area gives the details of your tuition account, including payments, charges, and financial aid.
- Student account refund checks
 - Students may request a check from tuition account once per semester unless additional financial aid creates an additional credit balance.
 - Student account refund checks will be issued one week after the end of registration drop/add.
 - Students may request a voucher for the purchase of books if their student account has adequate funds.
- Health insurance
 - Insurance information must be *submitted prior to check in. If information is not submitted,* the tuition account will be billed for basic GC student insurance. Insurance information is available through the Goshen College Wellness and Health Center *or at* www.goshen.edu/checkin.
- Spending money
 - Cashier will cash any personal check up to \$100 per day.
 - List of local area banks is available. An INTERRA Credit Union ATM is located in the Union.
- Student payroll
 - Can get help finding a job through Career Services or their Web site.
 - Payday is once a month on the last Wednesday of the month.
 - Cashier will cash full amount of paycheck on payday and day after.