Accounting Office
Information
2015-16

E-mail: accounting@goshen.edu
Phone: (574) 535-7513
Website: www.goshen.edu/accounting

Accounting Office
- Office hours: 8-5 Monday – Friday during the academic year. Summer hours: 7:30-4:30 Monday – Friday.
- The Accounting Office is located in the first floor of Administration Building - Room 10
- Cashier hours: 9–3 Monday – Friday located in the Student Service Area - AD14
- 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 15-16 – Aug. 6, Spring 15-16 – Dec. 3, May, Summer SST & Summer off-campus courses – April 26.
- Pay in full by the 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. Contracts must be in place by payment due date to avoid a late payment fee. May 1st is the deadline for setting up a 12 month contract.
- Payment must be received by the due date to guarantee your seat in your classes
- A $75 late payment fee may be charged if your tuition bill is not paid in full by the due date each semester
- All Financial Aid applications must be submitted by July 25th to meet the Fall payment due date

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 are sent to all students through campus mail. A 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. You must know student’s ID number.
- Tuition account detail information can be viewed online at https://my.goshen.edu/ICS/. This area gives the details of your tuition account, including payments, charges, and financial aid. Tuition bills will be mailed approximately three weeks prior to the payment due date. Only one paper copy of the semester tuition bill will be mailed to the students’ home address. Additional updates on charges for changes in course registration, meals and housing will be available for viewing on MyGC under student account information. Please use your financial aid award letter to plan for payment.

Student account refund checks
- Students may request a check from their 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 if requested.
- Students with a credit balance may purchase books during the 1st day of class until the end of drop/add each semester.

Student payroll
- Students 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 and will be direct deposited to your personal bank account.