



## Monthly Account Balance Notice

Student ID: [ID]

Student Name: [student name]

**Current Balance as of [date]: \$[balance]**

(does not include pending charges or financial aid)

**You have a credit available, so there is nothing to pay at this time. [if balance is a negative number]**

**This amount is due now. [if balance is a positive number]** Please bring a check to Student Services or [click here to pay online](#).

**[Sample conditional hold notice] Important note: Your account is now past due. Please pay immediately.**

[Click here to log in to MyGC](#) for a more detailed statement. Once logged in, click "Accounting Info", then "My Account Balances", then "Course and Fee Statement".

Please contact the [Student Accounts Manager](#) if you have any questions about your statement. You will not receive a monthly balance notice when you have a \$0 balance.

### **Goshen College Accounting Office**

1700 S. Main St.

Goshen, IN 46526

[\(574\) 535-7511](tel:5745357511) | [glsommers@goshen.edu](mailto:glsommers@goshen.edu)

*[end of email statement]*

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#### Notes:

The GC logo shrinks to fit the screen, so it's much smaller on a phone screen than it appears here.

Bracketed items above are notes, sometimes referring to data fields.

The Credit/amount due lines are conditional – the credit statement shows up if there's a credit on the account, and the amount due line does not (and vice versa). Note that the amount due now line includes payment options.

The hold notice line will only show up if there's a hold on the account. Instead of saying "hold notice," though, it will start with "Important note."

The contact info (phone and email links) go directly to the Student Accounts Manager.

The e-statement process will run monthly at 7:45 am on the 11<sup>th</sup>. It is an automated process, and there is no user interface.