

accounting@goshen.edu

[www.goshen.edu/accounting-office](http://www.goshen.edu/accounting-office)

(574) 535-7513

## Accounting Office

- Accounting hours: 8-5 Monday-Friday (Summer hours: Monday-Friday 8:00-4:30, closed 12-1)
- Located on the first floor up the stairs in the Administration Building in suite 10
- Cashier hours: 9–12:30 Monday – Friday
- Our website gives information and important announcements for students and parents, including [expenses](#), [fees](#), and [payment due dates](#), [online payments](#) and [payment plan information](#). See [goshen.edu/payonline](http://goshen.edu/payonline).

## Payment Options

- **Payment due dates:** Fall 22-23 – **August 12**, Spring 22-23 – **December 16**, May & Summer SST – **April 14**, Summer session – **June 2**.
- Pay in full by the due dates each semester by check or cash directly at Goshen College or online.
- Monthly payment plan contracts may be arranged with our partner [Nelnet Business Solutions](#) for a low cost monthly payment program. Contracts must be in place by the payment due date to avoid a late payment fee. **Please use your financial aid award letter to set up your payment or semester-based payment plan.**
- Nelnet does not accept direct payments from financial institutions outside the U.S., so international students should use [Flywire](#) to make online payments.
- Payment must be received by the due date to guarantee your seat in your classes.
- A \$200 late payment fee will be added to delinquent accounts 60 days after each semester due date.

## Parent Access to Student Information

- A student can grant permission (“FERPA”) to parents or other individuals to view the student’s financial and/or academic information via [myGC](#) ([my.goshen.edu](http://my.goshen.edu)). This permission is required before college staff is allowed to discuss these matters with others.

## Statements, Bills, and Financial Suspension

- **Tuition bills will be available through myGC a month before the payment due date. Students (or authorized parents) are responsible to download the bill from there and pay by the due date.** Tuition account information can be viewed online at myGC ([my.goshen.edu](http://my.goshen.edu)). This gives the details of your tuition account, including payments, charges, and financial aid. Charges are updated Tuesday mornings.
- Finance charges are added on the 10<sup>th</sup> of each month to past due accounts, based on 1% of the outstanding balance. Statements are generated as of the 10<sup>th</sup> of each month.
- Summary e-statements are sent on or around the 11<sup>th</sup> to all students and authorized parties through email.
- Students who owe from previous semesters will be removed from class rosters immediately after the due date for the upcoming semester, unless a special waiver is granted by the Accounting Office.
- If a payment plan failure or loss of financial aid occurs mid-semester, the student has two weeks to set up a new payment plan with the Accounting Office. Failure to do so will result in being removed from current class rosters. See the Financial Responsibility Agreement on MyGC for more details.

## Student Account Refund Checks

- Students may request a check from their tuition account once per semester unless subsequent 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 use it to purchase books from the 1<sup>st</sup> day of class until the end of drop/add each semester.

## Student Payroll

- Students can get help finding a job through [Career Services](#).
- Payday is on the last Wednesday of every month.
- Payments will be direct deposited to your personal bank account.