

Accounting Office

- Accounting hours: 8-5 Monday-Friday (Summer hours: Monday-Friday 8:00-4:30, closed 12:30-1:30)
- Located on the first floor up the stairs in the Administration Building in suite 10
- Cashier hours: 9–12:30 Monday – Friday
- Our website, goshen.edu/accounting-office, 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.

Financial Responsibility Agreement

- Every student attending Goshen College must submit a Financial Responsibility Agreement through [MyGC](http://MyGC.my.goshen.edu) (my.goshen.edu). This is our financial “terms and conditions” document. Accounting holds will be placed on student accounts if the form is not submitted through MyGC in a timely fashion.

Payment Options

- **Payment due dates:** Fall 23-24 – **August 13**, Spring 23-24 – **December 15**, May & Summer SST – **April 12**, Summer session – **June 7**.
- 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 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 offers an international plan only for students making direct payments from financial institutions outside the U.S. Students paying with a US bank account should not use an international payment plan.
- 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.

Statements vs Bills

- A statement is a history that shows only what’s currently posted on the student’s account. It will not include pending aid or charges. The link to statements on MyGC is labeled “My Current Account Balances.”
- A bill looks to the future, showing aid and charges for next semester that are not yet finalized. The MyGC link to bills is “My Bill for Next Semester.”
- Bills will be available through MyGC about 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). 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 10th of each month to past due accounts, based on 1% of the outstanding balance. Statements are generated as of the 10th of each month.
- Summary e-statements are sent on or around the 11th to all students and authorized parties through email.

Financial Suspension

- Students who owe from current or previous semesters will be removed from future class rosters immediately after the end of midterm break, 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 dropped from class rosters. See the Financial Responsibility Agreement on MyGC for more details.

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](http://MyGC.my.goshen.edu) (my.goshen.edu). This permission is required before college staff is allowed to discuss these matters with others.