Accounting Office
Information
2012-13

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

Accounting Office
- Office hours: 8-5 Monday - Friday (closed 12:30 - 1:00 for lunch) Cashier hours(for mak
ing payments): 9:30 - 12:30 M-F.
- Located in basement of Administration Building - Room 05
- 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
- 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 $60 late payment fee may be charged if your tuition bill 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. 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.
- 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 registration. 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
- 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 checks can be cashed at the cashier’s office between 9:30-12:30 a.m.