Welcome! We look forward to seeing you on the Hill this fall. We hope this newsletter, sent to all students, provides relevant information to make your transition easier. Please read it carefully as there are actions all students must take.

Billing Statements:
- Statements are generated, electronically only, monthly. Students will receive an email when the statement is ready to be viewed.
- Parents/guardians, will only receive the statement if a student has granted financial access to their account.
- Your fall statement will be electronically sent out on July 6th and due August 1st.
- Music lessons are charged to the student’s account AFTER the beginning of the semester. These charges will be reflected on a later statement.
- Students can charge items from the bookstore to their student accounts. Items must be related to academic course materials. Items can be charged through September 20, 2017.

Parent Access:
- Per Federal Guidelines, students must grant others access to their account. Once the student grants access, the parent will be notified when statements are available online, can view account balances and make payments.
- Parent Access also needs to be established before we can discuss details of a student account with anyone other than the student.
- Students can grant access by following the steps available at http://wp.stolaf.edu/registrar/files/2013/02/parentaccessinstructions.pdf.

Health Insurance:
- St. Olaf requires all students to have health insurance coverage. Students must either purchase St.Olaf’s health or waive coverage. The cost for the yearly coverage is $1,588. The premium will show on your student’s account until the waiver has been completed.
- To waive St. Olaf’s health insurance plan and provide proof of other coverage, follow this link: http://www.firststudent.com/school_detail/waive-schools-insurance-st-olaf-college/
- To enroll in St. Olaf’s health insurance plan follow this link. Please note that the enrollment option is temporarily unavailable. We will notify students as soon as it comes online. http://www.firststudent.com/school_detail/enroll-now-health-insurance-st-olaf-college/#2
- The deadline to waive or enroll is September 20, 2017. If you have not provided an online waiver by the deadline, you will automatically be enrolled.

Payments:
- Payments can be made online at https://stolaf.afford.com/PayNow.
- Mail payment to St. Olaf College at 1520 St. Olaf Avenue, Northfield, MN 55057. All payments should include your student’s name and ID #.
- We cannot accept any payments over the phone.
- International Wires: St. Olaf has partnered with Flywire to allow easy access to making international payments. Visit the website here: https://wp.stolaf.edu/stuacct/intlstudwires/
- 529 Payments: If you will be making a tuition payment from an education savings plan please allow 3 weeks processing time for St. Olaf to receive the payment. Please include your student’s ID number and name on the check.

Payment Plans:
St. Olaf uses TMS (Tuition Management Systems) to manage and arrange payment plan options.

- **The Annual Payment Plan** consists of 10 monthly payments, includes semester one and semester two, runs from July 15 - April 15 or August 1 - May 1 and has a $70 enrollment fee.
- **The Semester Payment Plan** consists of semester one July-Nov, 5 payments and a $55 enrollment fee. Semester two runs from Dec - April and is a $55 enrollment fee.
- **The Quarterly Payment Plan** consists of two payments made in the fall semester and two payments made in the spring semester for one enrollment fee of $65.
- To set up a TMS payment plan, please visit the TMS website: [https://stolaf.afford.com/](https://stolaf.afford.com/) or contact TMS by phone at 1-888-722-4867.

**Financial Aid & Student Work:**
- If you believe your student has financial aid that is not reflected on the statement, please make sure you have accepted your aid and if you have further questions, please contact the Financial Aid Office at: finaid@stolaf.edu or by phone at 1-877-235-8386.
- **Outside Scholarships:** Are listed as “anticipated” on the student’s bill. They should be received by the Financial Aid Office by the start of fall semester. It is important that students follow up with organizations sending in an outside scholarship on their behalf. Scholarships that are not received, are removed from the student's anticipated aid. The student must then pay the difference but may be reimbursed after the scholarship is received.
- **Student Employment:** If your student has elected to have his or her student work be applied to their tuition account, it will show on your statement as “anticipated student work”. Student work is not guaranteed. If the student does not earn the full award, the unearned amount will be due at the end of the semester.
  - For additional information on Student Employment Please visit the following pages:
    - Student Employment Process: [http://wp.stolaf.edu/hr/student-employment-process/](http://wp.stolaf.edu/hr/student-employment-process/)

**Board Plan Selection & Deadlines**
- Please visit Board Plan Options to review the plan choices. Students must make a selection through their SIS account by the deadline of Wednesday September 20, 2017. No changes can be made after that date.

**Tuition Refund Policy**
- The refund policy of tuition, room, and board for withdrawals has been revised. Please review the new policy online at: [http://wp.stolaf.edu/stuacct/procedure_sto-55/](http://wp.stolaf.edu/stuacct/procedure_sto-55/)