Spring 2018 Newsletter

As we begin to wrap up fall semester and look ahead, we would like to share some important dates and information to help you prepare for the spring semester. Please read carefully.

**IMPORTANT DATES:**

- **January 3, 2018:**
  - Spring semester payments due for tuition, room, and board.

- **January 31, 2018:**
  - Release of 1098T tax documents to students. Parents do NOT have access and must request a copy from their student. It is available to all students online only.

- **February 2018:**
  - Unpaid balance holds are added to student accounts. Balances due must be paid and the holds must be removed prior to fall registration.
  - Fall “Anticipated” Unearned Student Work will be removed from your student’s account and could generate a balance due.

- **February 21, 2018**
  - Deadline to make changes to board plans.
  - Deadline to charge bookstore course material to student account.
  - New Student and returning student deadline to waive or enroll in health insurance.

- **April 6, 2018:**
  - Deadline to have Holds removed for Fall 2018 class registration and room draw.
  - Deadline to pay $300 student deposit for Fall 2018 Semester registration. PLEASE SEE CHANGES BELOW.

**Billing Statement Spring Semester:**

1. An E-Bill will be generated December 7, 2017 and **Due January 3, 2018** for spring semester tuition, room and board.
2. Parents/guardians will only receive the statement if a student has granted them access to their account.
3. Student’s can charge items from the bookstore to their student accounts. Items must be related to academic course materials. Items can be charged through **February 21, 2018**.
4. **Note January Interim:** Students taking interim classes on campus are not charged for tuition, housing or board as long as they are here for one full term (either fall, spring or both). Thus if a student does not participate in interim, there will be no refund.

**Payment Options:**

1. Payments can be made online at [https://stolaf.afford.com/PayNow](https://stolaf.afford.com/PayNow).
2. **Mail payment to** St. Olaf College at 1520 St. Olaf Avenue, Northfield, MN 55057. All payments should include your student’s name and ID #.
3. We do NOT accept any payments over the phone.
4. **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/](https://wp.stolaf.edu/stuacct/intlstudwires/)
5. **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.
1098T Tax Documents:
1. 1098T Tax documents will be made available online only. Students will receive an email notification when their 1098T is ready to view. **Parents/guardians do NOT have access to the 1098T. You must request a copy from your student.**
2. Frequently Asked Questions
3. Students and parents who have been granted financial access to their student’s account, will receive an email with more information on the form and the reporting numbers St. Olaf used.
4. If a 1098T was not generated, students and parents who have been granted financial access to their student’s account, will receive an email with more information on why the form wasn’t issued but will be given the numbers the form otherwise would have contained.

Student Deposit & Hold
1. A $300 Student Deposit is **Due by April 6, 2018.**
2. **NOTE THE CHANGE:** This deposit will **not** be applied to your tuition account as in the past. This is a true deposit. It will be put into a hold account. Upon graduation or leaving St Olaf, the deposit will be refunded. Any fees or charges incurred on the account will be deducted from the deposit and the difference refunded. You will NOT be required to make any future deposits.
3. A Hold will be placed on your student’s account along with a link to remit payment for the deposit, a statement/invoice is not sent. Within 48 hours of payment, the hold is lifted and removed.
4. Students will be sent reminders in advance of the due date with more information on the policy change.

Student Work
1. **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 under “Anticipated Financial Aid”. Student work is not guaranteed and is based on the student’s gross earnings. If the student does not earn the full award there maybe a balance due.

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/)