



Business Office Student Accounts

[Tuition@stolaf.edu](mailto:Tuition@stolaf.edu)

### Billing Statements

- **Your Spring statement will be sent out on January 3, 2020 and will be due February 1, 2020.**
- Parent/Guardians will only receive a notification if parent access has been granted.
- Statements are generated, electronically only, monthly. Students receive an email when statements are ready to view.
- **January Interim:** Students taking interim classes on campus are not charged for tuition, room or board as long as they are here for one full semester. Thus, if a student does not participate in interim, there will be no refunds.

### 1098T Tax Documents and Access

- 1098T tax documents are available to student only, online through the student's log in information.
- Please visit the Student Accounts page for additional 1098T information. <https://wp.stolaf.edu/stuacct/1098t/>
- Parents DO NOT have direct access to the form and must request a copy from their student.

### Parent Access to Financials

- Per Federal guidelines, students must grant others access to their student financial account. Once the student grants access, the parent/guardian will be notified when a statement becomes available, can view the details and make payments.
- Parent access must be established before we can discuss details of a student's account with anyone other than the student.
- Students can grant access by following the steps available at [Grant Parent Access Instructions](#).

### Spring Health Insurance

If you are a current student and completed a waiver and or enrollment in the fall, there is no action you need to take at this time.

#### RETURNING AFTER A LEAVE OF ABSENCE or NEW TRANSFER STUDENT?

If you are returning after a leave of absence, even if you completed the waiver in the fall prior to your leave, you WILL need to complete a waiver for spring.

- To waive St Olaf's health insurance plan and provide other coverage, domestic students follow this link [Waive St Olaf Health Ins](#) and international students

follow this link [Waive St Olaf International Health Ins.](#)

- To confirm your enrollment in the St Olaf health insurance plan, domestic students please complete the online enrollment form found here: [Enroll in St Olaf Health Ins.](#) International students please complete the enrollment form found here: [Enrollment in St Olaf International Health Ins.](#)
- The deadline to waive or enroll is **February 19, 2020**. If you have not provided a waiver by the deadline, you will be automatically enrolled.

### Payments on a Student's Account

- Payments can be made online at <https://stolaf.afford.com/PayNow>.
- **Mail Payment To:** St. Olaf College Business Office at 1520 St. Olaf Ave., Northfield, MN 55057. All payments should include the student's name and ID #.
- **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 and apply the payment. Please include your student's name and ID # on the check.
- **International Wires:** St. Olaf has partnered with Flywire to allow easy access to making international payments. Visit the website here: [Wire Payment Information](#).
- Monthly Payment Plans are available through a third party and maybe set up by contacting TMS/Nelnet (Tuition Management Systems) at 1-888-722-4867 or by visiting [Payment Plans](#)
- **We cannot accept any payment over the phone.**

- St. Olaf has partnered with GradGuard™ to offer the Tuition Insurance from Allianz Global Assistance. To learn more or to enroll visit: [www.gradguard.com/tuition/stolaf](http://www.gradguard.com/tuition/stolaf)  
It's always a good idea to protect your investment in your education.

### Student Employment Process

If your student has been awarded student work for the 2019-2020 academic year here is what you need to know:

- Student work is NOT guaranteed.
- Beginning fall 2019, students can still elect to have their work earnings applied to their tuition account, however, you will not see a work award line item reducing the student account balance until the money is earned and posted to the account.
- **For additional information on Student Employment please visit:** <https://wp.stolaf.edu/studentemployment/>
- For direct deposit of your student work earnings into a checking or savings account, please complete the [Payment-Authorization-Form.pdf](#)
- 9 hours is the average amount of weekly hours your student must work in order to earn his/her full work award.
- For additional information on student work, please visit the following website: [Student Employment](#).
- See the right side of the web page for valuable information on student work.

## Financial Aid

In order for Financial Aid to be reflected on your spring statement:

- Students must **“Accept”** their award online: [Choose Financial Aid Online](#).
- **Loans:** [Complete MPN & Direct Loan Entrance Counseling](#) for Federal Direct Sub and Unsub Loans at [Student Loans.gov](#)
- **Outside Scholarships:** provide documentation to Financial Aid Office on scholarship awards at [Financial Aid Online](#)
- Outside Scholarships that are not received from your organization by

February 29 will be removed from the student’s account and balance due billed to the student.

- It is important that students follow up with organizations sending in outside scholarships on their behalf.
- Returning Students must complete the FAFSA by April 30, 2020.

## Board Plan Selection/Deadlines

- Please visit [Board Plan Options](#) to review the plan choices. Student must make a selection through their SIS account by the deadline of Wednesday, February 19, 2020. No changes can be made to spring plans after that date.