



Student Accounts
Spring Newsletter

Spring Billing

Spring bills will be sent out in early January and tuition payments will be due on **February 1st**.

Students and authorized users will receive notifications when their statements become available.

New statements are generated monthly for students with balances or credits on their account. The most up-to-date account information appears under the “Account Details” section of the Financials tab in [SIS](#) or the [Parent Portal](#).

Parent Access

According to federal guidelines (FERPA), students must grant access to their account for others to view their financial details. Once access is granted, authorized users can use the [Parent Portal](#) to view the bill, review account details, set up a payment plan, and make payments.

Students can grant access by following the instructions below.

1. Log into SIS and select the *Permissions* tab from the left side.
2. Add a person by entering their name and email address and granting them access to your financials/bills, grades, and/or your schedule.
3. Click “Grant Access.” This will generate an email to your authorized user letting them know that they have been given access to your records.

Payments

529 Plans

Reach out to your plan administrator to initiate a 529 payment. Payments can take up to three weeks to be processed, sent to St. Olaf, and applied to your student's account.

Online Payments & Payment Plans

Online payments and monthly [payment plans](#) are available through our secure payment portal which you can access through [SIS](#) or the [Parent Portal](#). The deadline to set up a five-month payment plan is **January 5th**. Fall payment plans do not carry over to the spring.

You can make changes to your plan at any time by emailing tuition@stolaf.edu.

International Wires

St. Olaf partners with Flywire to provide a fast, secure way to submit international and wire payments. For more information, please visit our [website](#).

Tuition Insurance

St. Olaf has partnered with GradGuard to offer tuition insurance from Allianz Global Assistance. To learn more or to enroll, visit this [website](#).

Payments should be mailed to:

All mailed payments should include the student's name and ID number.

**St. Olaf College
Business Office
1520 St. Olaf Ave.
Northfield, MN 55057**

1098-T Information

The 1098-T is a tax form that reports how much was paid towards qualified tuition and related expenses in the previous year. The 1098-T will be available for students by January 31st. Students will receive an email when the form is ready and can access it [online](#) using their St. Olaf username and password.

Parents DO NOT have direct access to their student's tax forms and must request a copy from their student.

Meal Plans

Students must make a meal plan selection through SIS by **January 7th** for January term and **February 10th** for spring semester. We cannot make changes to meal plans after those dates.

The [meal plan options](#) for the 2024-2025 academic year are as follows:

21 Meal Plan

- No flex dollars

17 Meal Plan

- \$40 flex dollars in January
- \$170 flex dollars per semester

14 Meal Plan

- \$60 flex dollars in January
- \$240 flex dollars per semester

Financial Aid

FAFSA

Students must complete the FAFSA each year to be considered for need-based aid. The FAFSA should be available in early December, and the deadline for returning students to submit the form is **April 30th**.

Loans

Students that want to take out federal subsidized or unsubsidized loans must complete a [Master Promissory Note](#) and the [Loan Entrance Counseling](#) before the funds can be disbursed to their account.

Outside Scholarships

If you are expecting to receive outside scholarships and you haven't already reported that to the Financial Aid office, please send an email to finaid@stolaf.edu with the scholarship details. Outside scholarships that aren't received by the end of September will be removed from students' accounts as anticipated aid.

Student Employment

Student work is NOT guaranteed. Students need to work an average of nine hours per week to earn their full work award. You should not count on work study to pay your bill for the semester. Charges are due before the money can be earned, which means that leaving a balance on your account can result in financial holds and late fees.

Additional Information

Refunds

We will not be processing refunds submitted between December 17th and January 1st until after the holiday break. If you would like to request a credit refund before break, please submit your request no later than 3:00 pm on **Monday, December 16th**.

Refund requests submitted by this deadline will be processed and sent out on December 20th. Refund requests submitted after this deadline will be processed and sent out on January 10th.

Holiday Break

The Student Accounts office will be closed December 24th to January 1st. We will be open normal hours beginning January 2nd.

Student Accounts Office

Tomson 120
507-786-3296
tuition@stolaf.edu

Hours:

Monday – Friday
8:00 AM - 4:30 PM

[Book an appointment](#)