Student Account Services

Paul Kalush
Senior Accountant

Estefany Gutierrez
Student Accounts Manager
909-621-8259
egut ierr@scrippscollege.edu
AGENDA

1. Our Services
2. The Billing Process
3. Additional Resources
4. Important Dates
SERVICES

- Assess tuition & fees
- Produce student bills
- Post payments
- Process refunds
- 1098T Reporting
- Answer your questions
# TUTION & FEES

<table>
<thead>
<tr>
<th></th>
<th>FALL 2021</th>
<th>SPRING 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$29,112.00</td>
<td>$29,112.00</td>
</tr>
<tr>
<td>Room</td>
<td>$5,173</td>
<td>$5,173.00</td>
</tr>
<tr>
<td>Board</td>
<td>$4,326</td>
<td>$4,326.00</td>
</tr>
<tr>
<td>Student Body Fee</td>
<td>$109.00</td>
<td>$109.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$38,720.00</strong></td>
<td><strong>$38,720.00</strong></td>
</tr>
<tr>
<td>One Class</td>
<td>$7,278.00</td>
<td>$7,278.00</td>
</tr>
</tbody>
</table>
MEAL PLANS

Meal plans available:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Cost</th>
<th>Flex Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>$4,476</td>
<td>$190</td>
</tr>
<tr>
<td>16</td>
<td>$4,326</td>
<td>$160</td>
</tr>
<tr>
<td>12</td>
<td>$4,026</td>
<td>$120</td>
</tr>
</tbody>
</table>

Flex Rate:

<table>
<thead>
<tr>
<th>Meal Period</th>
<th>Flex Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$4.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

- **Meal plan dates**: typically, starts on brunch on returning student move-in day and ends at lunch on the day before the residence halls close (for winter break and summer break).
  
  Fall 2021, effective Sunday, August 29 with brunch and end on Friday, December 17 with lunch service.

- **Meal periods**: 19 meal periods per week; 3 on weekdays (breakfast, lunch and dinner) & 2 on weekends (brunch and dinner).

- **Flex dollars** - used for additional meals/snacks at different eateries.

- **September 10** - Last day to change meal plans for fall 2021
THE BILLING PROCESS

Per semester; Fall and Spring

Monthly bill created on the 11th of each month

Due on the 1st of the next month
WHEN WILL MY STUDENT GET THE BILL?

**Fall**
- Available online: **July 11th**

**Spring**
- Available online: **December 11th**

Available electronically 24/7 online in CashNet, our e-billing system

Statements are static and do not change

All current and prior account activity can be viewed in CashNet
How does my student get the bill?

Scripps communicates all billing statements electronically

An email notification is sent to the student and any authorized user(s) with a subject line of “You Scripps Statement is ready to view”
CAN I GET ACCESS TO VIEW BILLS?

Yes

- Student must authorize access

It's easy!

- Have your student go to the “My Account” tab in CashNet or follow the instructions on our website.
You will receive an email when your student has signed you up.

Includes link to create new password.

Link is good for 24 hours
You are now ready to view your student’s account information

Go to:

https://commerce.cashnet.com/scrippspay?LT=P
# Billing Statements

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>View</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/20</td>
<td>Scripps College Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/11/19</td>
<td>Scripps College Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/11/19</td>
<td>Scripps College Bill</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE STATEMENT

Billing statements are static and do not change.
FINANCIAL AID VS. EXPECTED/PENDING AID

Expected aid will be finalized once your student has completed all required actions indicated in the Student’s financial aid portal. Contact the Office of Financial Aid if you have any questions.
WHAT SHOULD BE DONE WITH THE BILL?

- REVIEW STATEMENT
- CONTACT US WITH ANY QUESTIONS
- MAKE A PAYMENT
PAYMENT PLAN OPTIONS

- No Service Charge Fee
- $50 service charge fee per semester
- 4 installments per semester

*Payment Plan changes must be done by submitting a revised Tuition Payment Agreement form no less than 60 days before the next term billing cycle begins.
PAYMENT METHODS

- e-Pay
- Wire Transfer
- Check/Money Order

- Private College 529
- 529 Savings Plan
- International Payment

*Include student name and ID on check/wire transfer payments*
529 PAYMENTS

1. Contact your plan provider for details.

2. Include the student ID number in the memo line of all paper check payments.

3. Payments are not processed on campus; they go directly to our bank. Ensure the 529 administrator uses the correct mailing address depending on the mailing service used.

   - **Paper Checks Sent via Traditional Mail (USPS):** Scripps College, Dept. 8504, Los Angeles, CA 90084-8504
     USPS payment address is complete as-is.
     No street address because it is an address for a lockbox (a service provided by banks to companies; payments are directed to a special post office box that is accessed by the bank for processing and deposit)

   - **Paper Checks Sent via Overnight Courier (FedEx, UPS, DHL, etc.):** Scripps College-Box 848504, 34440 Flair Drive, 4th Floor, El Monte, CA 91731

4. Monitor student account throughout the month to ensure the College received payment.

*Regardless of the type of 529 plan, any charges not paid by the plan are the student’s responsibility and must be paid by the settlement deadline.*
PRIVATE SCHOLARSHIPS

- Report scholarships to the Office of Financial Aid
- Send ALL scholarships to:
  
  Office of Financial Aid
  1030 N. Columbia Ave,
  Claremont, CA 91711

- Endorse check(s) if made payable to student
  • Student ID must be on check
WHAT HAPPENS IF NO RESPONSE TO BILL?

- Past Due Email Notification
- Student Financial Hold
- Grace period; 6th of the month
- 1% Late fee
EXCESS FUNDS ON ACCOUNT?

*Refunds upon written request

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>071121</td>
<td>Previous Statement Balance</td>
<td>-500.00</td>
</tr>
</tbody>
</table>

Please keep this portion for your records.

STUDENT NAME: ____________________________
STUDENT NUMBER: ____________________________

INVOICE DATE: 08/10/2021

ACCOUNT TOTAL: $ -500.00

Please read important information below:

Financial Aid Questions (909) 621-8275
Student Account Questions (909) 621-8259

CALCULATION OF AMOUNT DUE

<table>
<thead>
<tr>
<th>Account Balance</th>
<th>expected Aid / Loans</th>
<th>(-) Past Due Amount</th>
<th>(-) Misc. Activity</th>
<th>(-) Adjusted Account Balance</th>
<th>(/) Number of Remaining Installments</th>
<th>(=) Installment Amount</th>
<th>(=) Installment Amount + Past Due + Misc. Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>-500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-500.00</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
TUITION REFUND POLICY

Refund schedule for students who take a leave of absence or withdraw from all classes:

<table>
<thead>
<tr>
<th>2021 Fall Semester</th>
<th>Amount Refunded</th>
<th>2022 Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before August 30, 2021</td>
<td>100% tuition, room, board and fees</td>
<td>Before January 18, 2022</td>
</tr>
<tr>
<td>August 30 - September 13, 2021</td>
<td>100% lab fees and tuition, board*</td>
<td>January 18 - January 31, 2022</td>
</tr>
<tr>
<td>September 14 - October 11, 2021</td>
<td>50% tuition only, board*</td>
<td>February 1 - February 28, 2022</td>
</tr>
<tr>
<td>After October 11, 2021</td>
<td>0% tuition, board*</td>
<td>After March 1, 2022</td>
</tr>
</tbody>
</table>

Full-time to Part-Time

Students whose enrollment status changes from full-time (three or more course credits) to part-time (fewer than three course credits) during the first 10 days of the semester will be refunded the full difference between the two costs. No adjustments will be made after the 10th day of the semester (September 13th for Fall 2021).

Dates subject to change
ADDITIONAL RESOURCES

**Tuition Refund Insurance** - while student withdrawals are unfortunate, they do happen at times when unforeseen circumstances occur.

**GradGuard:** https://gradguard.com/tuition

**Claremont Cash** - a credit applied to a student’s ID card, can be used for laundry, vending machines, extra dining hall meals, both food and non-food items throughout the Claremont Colleges and at select merchants in the Claremont Village. For more information, please visit [http://cards.cuc.claremont.edu/](http://cards.cuc.claremont.edu/)
IMPORTANT DATES

FALL 2021

• July 11, 2021 – Fall bill available in CashNet
• August 1, 2021 – Fall bill due
• August 30, 2021 – First day of classes
• September 3, 2021 – Health insurance waiver deadline
• September 13, 2021 – Last day to drop for class fee refund. Last day to withdraw or go on leave to receive 100% tuition refund.

SPRING 2022

• December 11, 2021 – Spring bill available in CashNet
• January 1, 2021 – Spring bill due
• January 18, 2022 – First day of classes
• January 31, 2022 – 1098-T available in CashNet
• January 31, 2022 – Last day to drop for class fee refund. Last day to withdraw or go on leave to receive 100% tuition refund.

Dates subject to change
QUESTIONS?

Meal Plan & Housing
909-607-4307
Reslife@scrippscollege.edu

Financial Aid
909-621-8275
Finaid@scrippscollege.edu

All other Billing Questions

Student Accounts Office

Student Accounts Office

The Office of Student Accounts oversees billing, payment processing, refunds, and 1098-T generation for Scripps College students in addition to providing custodial service to students and their families in understanding their student account.

To schedule a Student Accounts meeting please click here.