

# 2024-2025 BUSINESS OFFICE BILLING GUIDE

Our goal is to provide high quality service to our students and their families during and after their time with us. This guide has been developed to help answer some of the questions you may have regarding the billing and payment process.

## Online Business Office Account (Transact)

Students access their invoices online by following the steps below.

- Log into **Jayweb** at [jayweb.etown.edu/ics](http://jayweb.etown.edu/ics)
- Click on **Student** in the top bar
- Go to the **Finances** box and click **Business Office Account (Transact)**
- Click on the link to **View your Business Office Account** (via Transact Payments)
- You will then be logged into your **Transact** Account

The online Business Office account provides access to statements, recent activity, payment history, tuition payment plan information, inviting a parent/guardian, and paying your invoices electronically.

## Providing Parent/Guardian Access to Online Business Office Account

Students may give a parent/other payer access to their online Business Office account by following the steps below.

- Log into your Transact **Business Office account** through Jayweb
- Click on **My Account** at the top of the left-hand navigation menu
- Click on **Send a payer invitation** under the Payers section
- Enter the parent/guardian information required--they will then receive an email to create their own username and password to view your Business Office account in Transact

## Annual Expenses

### Traditional Residential Students

*(Brinser, Founders, Myer, Ober, Royer, Schlosser)*

Tuition:	\$37,250.00
Housing:	\$6,630.00
Food Plan:	\$6,710.00
Comprehensive Fee*:	\$700.00

**Total Tuition & Fees: \$51,290.00**

### Students in Premium Housing

*(Hackman Apartment, Schreiber Quad, SDLC, Suite)*

Tuition:	\$37,250.00
Housing:	\$7,786.00
Comprehensive Fee*:	\$700.00

**Total Tuition & Fees: \$45,736.00**

### Off-Campus/ Commuter Students

Tuition:	\$37,250.00
Comprehensive Fee*:	\$700.00

**Total Tuition & Fees: \$37,950.00**

\*Effective for Fall 2021 Entrance Year

Additional course fees may be charged. A complete listing of course fees can be found at [www.etown.edu/offices/business-office/annual-expenses/other-expenses.aspx](http://www.etown.edu/offices/business-office/annual-expenses/other-expenses.aspx).

Optional meal plans are available, for a nominal fee, to those living in premium housing or off-campus/commuters.

## Billing and Payment Schedule

	Invoices Generated	Date Due
Fall Semester	07/01/2024	08/01/2024
Spring Semester	12/02/2024	01/02/2025

## Payment Options

- Personal Check or money order made payable to **Elizabethtown College**
- Electronic Check/Bank Account (ACH) online at [www.etown.edu/businessoffice](http://www.etown.edu/businessoffice)
  - no additional fee is assessed for ACH payments
  - A \$30 fee is assessed for ACH Returns
- American Express, Discover, MasterCard or Visa online at [www.etown.edu/businessoffice](http://www.etown.edu/businessoffice)
  - 2.95% transaction fee is assessed on all credit and debit card payments

# 2024-2025 BUSINESS OFFICE BILLING GUIDE

## Payment Plans

Our goal is to help make a college education as affordable as possible by limiting your need to borrow and reducing your debt burden. The monthly payment option allows you to pay expenses in affordable, interest-free, monthly payments instead of larger semester-based payments.

There is a one-time non-refundable enrollment fee of \$55 for an annual plan (fall *and* spring semesters) or \$35 for a single semester plan.

Enroll in a payment plan by logging into your Business Office account (Transact) through Jayweb and clicking on "View payment plan options".

## Student Health Insurance

Because all Elizabethtown College students are required to maintain health insurance coverage, you are automatically enrolled in and charged for the college-sponsored student health insurance plan. Enrollment in the plan occurs on an annual basis. Additional information about the plan can be found at [uhcsr.com](http://uhcsr.com).

Students with equivalent health insurance coverage may opt out of the college-sponsored plan by completing an online insurance waiver at [studentcenter.uhcsr.com/etown](http://studentcenter.uhcsr.com/etown). ***Students who do not complete the online insurance waiver by August 31, 2024, will be charged for the college-sponsored plan.***

## Meal Plans

Residential students are automatically assigned the Gold meal plan, but may choose from any of the meal plans below.

Plan	Total Meals	Total Jay Bucks	Single Semester Cost
Gold	Unlimited	\$100.00	\$3,355.00
Gold Plus	Unlimited	\$200.00	\$3,430.00
Silver	200	\$200.00	\$3,355.00
Silver Plus	200	\$300.00	\$3,430.00
Bronze	150	\$325.00	\$3,355.00
Bronze Plus	150	\$425.00	\$3,430.00

Meal plan changes may be made through the first two weeks of any semester. Students can change their meal plan in Jayweb under the Finances section by choosing "Update Current Meal Plan." Any remaining meals at the end of a semester are forfeited. Any unused Jay Bucks will carry forward from the fall semester to the spring semester, with all unused Jay Bucks forfeited at the end of the spring semester.

Students may purchase additional meals and Jay Bucks at any time during the semester. Information regarding meal plan options for commuters, off-campus students, and those living in premium housing units may be found at [www.etown.edu/mealplans](http://www.etown.edu/mealplans).

## Contact Information

Elizabethtown College  
**Business Office**  
1 Alpha Drive  
Elizabethtown, PA 17022-2298  
717-361-1417

Fax: 717-361-1485 · Email: [businessoffice@etown.edu](mailto:businessoffice@etown.edu) · [www.etown.edu/businessoffice](http://www.etown.edu/businessoffice)