

2019-2020 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 might have regarding the billing and payment process.

Online Business Office Account

While a student's first invoice is mailed, all future invoices will be sent electronically. Students access their invoices online by following the steps below.

- Login to Jayweb at jayweb.etown.edu/ics
- Click on the Student tab
- Click on the Finances link
- Click on "Click to View your Business Office Account"
- You will then be logged in to your Business Office Account (CASHNet)

The online Business Office account provides access to invoices, recent activity, payment history, and payment plan information.

Parent/ Other Payer Access

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

- Login to your Business Office account through Jayweb
- Click on your name on the left hand navigation menu
- Click on "Send a payer invitation" under the Payers section
- They will then receive an email to create their own username and password to view your account

Annual Expenses

Traditional Residential Students

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

Tuition:	\$32,000
Room:	\$5,800
Meal Plan:	\$5,910
Comprehensive Fee:	\$43,710

Students in Premium Housing

(Hackman Apartment, Schreiber Quad, SDLC, Suite)

Tuition:	\$32,000
Room:	\$6,810
Comprehensive Fee:	\$38,810

Off-Campus Students

Tuition:	\$32,000
Comprehensive Fee:	\$32,000

Additional course fees may be charged. A complete listing of course fees can be found online at www.etown.edu/businessoffice.

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

Billing and Payment Schedule

Fall Semester	Invoices Mailed	Date Due
New Student	6/3/19	8/1/19
Returning Student	7/1/19	8/1/19

Spring Semester	Invoices Mailed	Date Due
All Students	12/2/19	1/3/20

Payment Options

- Check or money order made payable to *Elizabethtown College*
- Electronic Check (ACH) online at www.etown.edu/businessoffice
- American Express, Discover, MasterCard or Visa online at www.etown.edu/businessoffice
 - A 2.75 percent transaction fee is assessed on all credit/debit card payments

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Payment Plan

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 or \$35 for a single semester plan. Enroll in a payment plan by logging into your Business Office account 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 firststudent.com.

Students with equivalent health insurance coverage may opt out of the college-sponsored plan by completing an online insurance waiver at firststudent.com. **Students who do not complete the online insurance waiver by August 25, 2019, 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	\$2,955.00
Gold Plus	Unlimited	\$200.00	\$3,030.00
Silver	200	\$200.00	\$2,955.00
Silver Plus	200	\$300.00	\$3,030.00
Bronze	150	\$325.00	\$2,955.00
Bronze Plus	150	\$425.00	\$3,030.00

Meal plan changes may be made through the first two weeks of any semester. Students may change their meal plan on the remittance worksheet or by emailing the Business Office at businessoffice@etown.edu. 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.

General Information

General inquiries regarding your statement should be directed to:

Elizabethtown College
Business Office
1 Alpha Drive
Elizabethtown, PA 17022-2298

717-361-1417 · fax: 717-361-1485 · businessoffice@etown.edu · www.etown.edu/businessoffice