

### ***PAYMENT DUE DATES***

**Fall Semester                      August 1<sup>st</sup>**  
**Spring Semester                 January 2<sup>nd</sup>**

#### **Student Account Statements - *QuikPAY*<sup>®</sup> system:**

The *QuikPAY*<sup>®</sup> system is a secure online student account billing and payment system that Gettysburg College uses for deliver of the student account billing statements. The student must set up parents or guardians in the *QuikPAY*<sup>®</sup> system as an Authorized Payer in order for the student account statement to be accessed by the parents or guardians. Parents or guardians will then receive email notification when a new student account statement is available, they will be able to view the student account billing statement online, print the student account billing statement, and make online payments to their student's account.

The *QuikPAY*<sup>®</sup> system also expands the payment options to include electronic payments from a personal checking or savings account or credit card. *(PLEASE NOTE: Credit card usage is limited to MasterCard, Discover, and American Express. There will be a convenience fee of 2.75% added to each credit card payment when using this service. This fee is not associated with or passed on to Gettysburg College.)*

Payments for outstanding student account balances are also accepted by the Student Accounts Office in the form of personal or cashier's check, or money order. If you choose this option, please print the billing statement and detach the bottom portion of the statement to include with your payment to Gettysburg College to assure proper credit and send to the address provided on the statement stub.

Checks should be made payable to Gettysburg College and sent to Gettysburg College, Office of Financial Services, Campus Box 437, 300 North Washington Street, Gettysburg, PA 17325.

The College offers a **monthly payment plan, through Tuition Management Systems**, as an option for paying the tuition and fees. Please contact TMS at 1-800-722-4867 or at [www.afford.com](http://www.afford.com) for more information.

### ***IMPORTANT TELEPHONE NUMBERS***

Financial Services (Student Account Billing)	717-337-6220	Financial Aid (Loans and Awards)	717-337-6611
Registrar (Transcripts)	717-337-6240	Residence Life (Student Housing)	717-337-6901
Academic Advising	717-337-6579	Library (Fines/Lost Books)	717-337-7024
Safety and Security (Parking Fines)	717-337-6912	Safety and Security (Emergency)	717-337-6911
Dining Services/Vending (Meal Plans)	717-337-6326	College Store	717-337-6363

### ***COLLECTIONS POLICY***

*Delinquent accounts will be subject to an interest rate of 1% per month.* This late charge will be waived for Student Loan amounts processed by the College prior to the due dates for payments.

Students are required to complete payment of their tuition and fees by the stated deadlines to maintain active enrollment status and their ability to register for courses for future semesters. Gettysburg College policy requires the withholding of all credits, educational services, issuance of transcripts and certification of academic records from any person whose financial obligations to the College (including delinquent accounts, deferred balances and liability for damage) are due and/or unpaid. If any overdue obligation is referred either to the College Collection Department or to an outside agency or attorney for collection efforts and/or legal suit, the debt shall be increased to cover all reasonable costs of collection, including collection agency and attorneys fees and court costs. By registering for any class at the College, each student accepts and agrees to be bound by the foregoing College policy as applied to any pre-existing or future obligation to the College.

## ***WITHDRAWAL REFUND POLICY***

A Student must notify the Registrar's Office **in writing** that he/she intends to withdraw or request a leave of absence from Gettysburg College. (Please see the withdrawal and leave of absence policy.) The date the written notice is received by the Registrar's Office will be the official date of withdrawal/leave of absence.

For a complete description of the College Refund Policy, please refer to the College Catalogue.

### **Dewar Insurance**

Optional insurance is available through A.W. G. Dewar, Inc., which supplements the College refund policy for a student who withdraws as a result of a serious illness or accident.

### **Required Withdrawal for Disciplinary Reasons (Involuntary Withdrawal)**

A student who is required to withdraw for disciplinary reasons will forfeit all fees, which he or she has paid.

## ***CREDIT BALANCES***

Credit balance refunds will be available to students/parents once loan funds and outside award funds are received and posted to the student's account and a credit actually exists on the student's account. Credit Balances are refunded upon written request of the parent/student. Requests can be e-mailed to [finserve@gettysburg.edu](mailto:finserve@gettysburg.edu). Refunds will not be issued on accounts with payment plans until the payment plan is paid in full. Interest will not be paid on credit balances.