June 2016

Dear Gettysburg College Student:

On behalf of Gettysburg College, we hope you are enjoying your summer and we are looking forward to your attendance in the fall. Please note, the June billing statement reflects charges and anticipated financial aid, (excluding work study), for the Fall 2016 semester. We encourage you to read this letter carefully; many items in this letter require action.

- **Payment** for Fall semester is due on August 1st, 2016.
- Payment may be made online via the online billing system by echeck (no fee) or credit card (convenience fee of 2.75% applies). Payments may also be mailed along with the payment stub located at the bottom of the statement to Gettysburg College to the address listed above.

**Regarding the Student Account Billing Statement**

- We encourage review of the Gettysburg College billing statement each month for any additional charges incurred that may not be covered by financial aid, loans or monthly payment plan.
- Student Account Billing statements are available online each month by the 5th business day of the month. A notification email is sent to the student’s Gettysburg College email address and to the email address of anyone the student has set up as an Authorized Payer.
- Payment for the current balance on the monthly statement is expected by the due date on the billing statement. Balances not paid by the original due date are subject to late fees.

**Other Payment Considerations**

- If you have received or will receive financial aid, scholarships, loans, or outside awards not reflected in the anticipated aid section of your statement, please notify your Student Account Customer Service Representative or email studentaccounts@gettysburg.edu, indicating the amount of the financial aid, scholarship, loans, or outside award.
- All Stafford, Perkins and Institutional loan documents completed by August 1st, 2016 will be considered as payment on your student account.
- Federal Direct Parent PLUS loans and Alternative Loans approved by the lender by August 1st, 2016 will be considered as a payment on your student account.
- Please note: Student Employment/Federal Workstudy does not appear as pending aid. The student must work to earn the funds and then request the earned funds be applied to the student account balance. These funds are not guaranteed.

**Student Health Insurance – Action Required**

- All students are required to have adequate health insurance coverage.
- Health Insurance is billed to all students each Fall Semester.
- The charge this year is $2,072.00
- To waive out of the insurance or to accept the insurance, the appropriate online process is to be completed by August 1st, 2016.
- Failure to complete the insurance information by the due date will result in automatic enrollment in the student health insurance. The charge ($2,072) will remain on your student account and payment will be due.
- Instructions and Health Insurance information can be found at [http://www.gettysburg.edu/healthinsurance/](http://www.gettysburg.edu/healthinsurance/).
• Please Note: If you have already completed this information for the 2016-2017 school year and indicated that you have adequate health insurance coverage, a “Student Health Insurance Credit” line will appear on the billing statement, no further action is necessary for this year.

Returning Students
Upper class Dashboard
• Over the summer, upperclass students are expected to complete the Upperclass Dashboard.
• The “Dashboard” is simply a place for you to update and verify information for the 2016-2017 school year.
• Access to the Dashboard in the Student Center is available now.
• Timely completion will assist with your key pick-up and check-in process.

Student Parking
On campus parking and transportation information will be available from the Department of Public Safety in early July.  http://www.gettysburg.edu/about/offices/college_life/safety/

Personal Property Insurance
• As you prepare to reside on campus this coming academic year, please consider personal property insurance for replacement of personal belongings if they are stolen or damaged.  Please note: Gettysburg College is not responsible for loss or damage to personal property.

Dewar Tuition Refund Insurance
• Optional insurance, which supplements the College refund plan for a student who withdraws as a result of serious illness or accident, is available through A.W. G. Dewar, Inc.
• A brochure outlining the cost and coverage is mailed by Dewar prior to the start of the Fall semester each year.
• Payment for this insurance must be made to Dewar prior to the start of the semester in order for the coverage to be in effect.
• More information is available from Dewar at www.collegerefund.com.

Enrollment Deposit
• The Enrollment Deposit, paid by all students when committing to attend Gettysburg College, is held in a non-interest bearing account in the student’s name until the student graduates or withdraws from the College, at which time it will be returned to the student.
• This deposit is not eligible for payment against the balance due on this statement and will not be reflected as a payment on any billing statement.  This deposit indicates the student’s intent to enroll and continue enrollment at the College.

Payment Plan Option
• A 10 month, interest free payment program is available as an alternative to lump sum payments for semester balances.
• Enrollment in this plan is based on the total amount that will be due for both the Fall and Spring semesters.
• Payments are spread over a 10 month period with final payment due March 2017.
• To enroll in this plan, Tuition Management Systems may be contacted at 1-888-713-7234 or online at www.gettysburg.afford.com.
• The enrollment fee of $60.00 along with the first two monthly payments are due immediately if you wish to participate in the 10 month plan.
  • Please Note: Tuition Management Services does not prepay your payment plan balance to Gettysburg College.  The monthly payments are transferred to the College in your name once each month. Failure to make a payment on time will result in a late fee charge of $75.00 and may result in cancellation of your payment plan.
Credit Balances & Refunds

- Credit balances represent refunds due to you and are indicated with a minus sign in front of the amount due.
- Credit balances generally remain on the student account unless they are a result of federal financial aid and required to be refunded to the student/parent or we receive a written request.
  - Refund requests must be in writing or via email. Please send the request to your student account customer service representative (see below) or to studentaccounts@gettysburg.edu. Please include your name and ID number in the request.
- Please note: Credit balance refunds will be available for release once a credit actually exists on the student’s account.
  - Loans and outside awards must be received and posted to the student’s account.
  - Posting of Financial Aid will begin the middle of September for the Fall 2016 semester.
  - Refunds cannot be issued for those using the TMS Payment Plan until the plan is paid in full. Please contact TMS if you wish to adjust your payment plan.

Questions Regarding the Student Account Billing Statement

If you have questions, please feel free to contact your Student Account Representative listed below.

<table>
<thead>
<tr>
<th>Student’s Last name begins with:</th>
<th>Representative:</th>
</tr>
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<tbody>
<tr>
<td>A-F</td>
<td>Pam Wilson</td>
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<tr>
<td></td>
<td>Student Accounts and Loans</td>
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<tr>
<td></td>
<td>Receivable Coordinator</td>
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<tr>
<td></td>
<td><a href="mailto:pwilson@gettysburg.edu">pwilson@gettysburg.edu</a></td>
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<tr>
<td></td>
<td>717-337-6203</td>
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<tr>
<td>G-M</td>
<td>Helen Menges</td>
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<tr>
<td></td>
<td>Student Accounts Customer Service Specialist</td>
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<td></td>
<td><a href="mailto:hmenges@gettysburg.edu">hmenges@gettysburg.edu</a></td>
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<tr>
<td></td>
<td>717-337-6227</td>
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<tr>
<td>N-Z</td>
<td>Ashley Welty</td>
</tr>
<tr>
<td></td>
<td>Student Accounts Customer Service Specialist</td>
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<td><a href="mailto:awelty@gettysburg.edu">awelty@gettysburg.edu</a></td>
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<td>717-337-6222</td>
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Campus Banking Resources

Gettysburg College has partnered with PNC bank to make two ATM locations available on campus. ATM transactions are free to PNC Bank account holders. For an overview of the benefits PNC Bank makes available to Gettysburg College students or to open an account, visit https://www.gettysburg.edu/about/offices/fa/financial_services/cashiering/banking-resources.dot

Please feel free to contact your customer service representative with any questions.

Have a safe and enjoyable summer. We are looking forward to seeing you in the fall.

Best Regards,

Student Accounts Team

Gettysburg College