December 2015

Dear Gettysburg College Student:

We hope you are enjoying a successful Fall semester. In reviewing the December billing statement please note that it reflects current monthly charges, new charges for the Spring 2016 semester and anticipated financial aid, (excluding work study) for the Spring 2016 semester.

- **Payment for the Spring 2016 semester is due on January 1st, 2016.**
- Timely payment preserves eligibility to register for spring classes.
- Payment may be made online by eCheck (no fee) or credit card (2.75% transaction fee) via this link for Authorized Payers or through the Student Center for students. Payments may also be mailed with the payment stub located at the bottom of the billing statement, to Gettysburg College at the address listed above.
- Readmitted and Transfer students have been billed a Student Health Insurance Fee if students are covered by other health insurance, completion of the waiver via the dashboard in the Student Center will waive this charge and a credit will be applied to the student account.

**Meal Plan Changes:**
- Upper class students may choose a meal plan from a variety of options offered by Gettysburg College. These options may vary depending on the student's housing status.
- **Meal Plan Options**
  - To change a meal plan or purchase dining dollars please log into CNAV and go to myHousing>myDining.
  - Meal plan changes may be completed thru January 29th at 4:00pm.
  - For Meal Plan questions or assistance, please contact the dining hall at 717-337-6326.

**Payment Plan:**
- Enrolled families making payments on the Payment Plan will notice the **contracted payment plan amount for the Spring semester is applied to this billing statement.**
  - Please Note: Tuition Management Services does not prepay the payment plan balance to Gettysburg College. The monthly payments are transferred to the College in the student’s 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 the cancelation of the payment plan at which time full payment of the student account balance becomes payable to Gettysburg College immediately.

**Credit Balances & Refunds:**
- Credit balances represent an overpayment 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 are required to be refunded to the student/parent or until we receive a written request for a refund.
- Refund requests are accepted in writing or via email and may be sent to Student accounts, Campus Box 437 or studentaccounts@gettysburg.edu. Please include the student’s name and ID number in the request.
• Please note: Credit balance refunds will be available for payment once a credit actually exists on the student’s account.
  o When all loans and outside awards are received and posted to the student’s account.
  o Posting of Financial Aid will begin on approximately February 2nd, 2016 for the Spring 2016 semester.
  o Refunds are issued for those using the TMS Payment Plan when the plan is paid in full. To adjust payment plans please go to TMS or 1-888-713-7234.
  o Refund checks are issued on Tuesday and Thursday afternoons. Requests for refunds received by 10:00am on Monday or 10:00am on Wednesday will generally be included in refund processing that week.

Holiday Hours:
• Gettysburg College is closed starting December 23rd at noon through January 1st for the holiday break. No one will be available to return calls in Student Accounts or Financial Aid during this time.
• To discuss financial aid or loan options, please contact your Financial Aid Counselor.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Representative</th>
<th>Begins With</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kathryn Adams</td>
<td>A – L</td>
<td><a href="mailto:kadams@gettysburg.edu">kadams@gettysburg.edu</a></td>
<td>717-337-6660</td>
</tr>
<tr>
<td></td>
<td>Leigh-Anne Redfern</td>
<td>M – Z</td>
<td><a href="mailto:lredfern@gettysburg.edu">lredfern@gettysburg.edu</a></td>
<td>717-337-6621</td>
</tr>
</tbody>
</table>

• For questions regarding online billing statement or payment options, please contact your Student Account Representative.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Representative</th>
<th>Begins With</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pamela Wilson</td>
<td>A – F</td>
<td><a href="mailto:pwilson@gettysburg.edu">pwilson@gettysburg.edu</a></td>
<td>717-337-6203</td>
</tr>
<tr>
<td></td>
<td>Helen Menges</td>
<td>G - M</td>
<td><a href="mailto:hmenges@gettysburg.edu">hmenges@gettysburg.edu</a></td>
<td>717-337-6227</td>
</tr>
<tr>
<td></td>
<td>Ashley Welty</td>
<td>N – Z</td>
<td><a href="mailto:awelty@gettysburg.edu">awelty@gettysburg.edu</a></td>
<td>717-337-6222</td>
</tr>
</tbody>
</table>

We wish you and your family a safe and happy holiday season.

Student Accounts Team

Gettysburg College