December 2016

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 2017 semester and anticipated financial aid, (excluding work study) for the Spring 2017 semester.

- **Payment for the Spring 2017 semester is due on January 2nd, 2017.**
  - 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 27th 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.
- Students may sign up to receive their credit balance refund via direct deposit. [Instructions](#) and [refund requests](#) are located on the Student Accounts website.
- Refund requests are accepted in writing or via email and may be sent to Student accounts, Campus Box 437 or [studentaccounts@gettysburg.edu](mailto: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.
  - When all loans and outside awards are received and posted to the student’s account.
  - Posting of Financial Aid will begin on approximately February 7th, 2017 for the Spring 2017 semester.
  - 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.
  - 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 from Friday December 23rd through Monday January 2nd for the holiday break. The Student Accounts Office will respond to emails and phone calls as quickly as possible upon our return on Tuesday January 3rd, 2017.
- To discuss financial aid or loan options, please contact your Financial Aid Counselor.

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<tr>
<th>Last Name</th>
<th>Representative</th>
<th>Begins With</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td>Kathryn Adams</td>
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<td>717-337-6621</td>
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- For questions regarding online billing statement or payment options, please contact your Student Account Representative.

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<td></td>
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We wish you and your family a safe and happy holiday season.

**Student Accounts Team**

Gettysburg College