Student Health Insurance

Health Insurance is Required for all Students

Students must either enroll or decline the Carleton sponsored accident and sickness policy.

Students not covered by a current policy are required to enroll. Students covered by their parents or another current policy are required to decline if they do not want to purchase this policy.

To enroll or decline; visit the student insurance website between June 4, 2012 and August 15, 2012 or the NON-REFUNDABLE premium of $852.00 will be added to your fall term student account.

Additional coverage for student athletes is also available.

Collegiate Insurance Resources
(800) 322-9901
www.cirstudenthealth.com/carleton

Tuition Insurance

Students will receive a Tuition Refund Plan offer from A.W.G. Dewar, Inc. in July. This plan provides insurance for tuition and fees.

A.W.G. Dewar, Inc
(617)-774-1555
www.collegerefund.com

Reimbursement Bank Account

Periodically students will be eligible to receive a payment from the College (student account refund, prize, award, etc.). All payments to students are made electronically to the US domestic bank account on record.

How to set up a Reimbursement Bank Account
1. Log onto The Hub via Internet Explorer
2. Under Financial Information, click on
   Reimbursement Bank Account (non-payroll)
3. Enter the domestic bank account number and routing number

Student Employment

Student Employment Checklist:

☐ Visit Student Financial Services for employment opportunities (apps.carleton.edu/campus/sfs/).

☐ Complete the payroll eligibility forms with Human Resources.
  • W-4 Withholdings Exemption
  • I-9 (passport or other original identification documents required)

☐ Electronic W-2 Consent on The Hub
  • Click on “W-2 Electronic Consent”

☐ Direct Deposit Authorization on The Hub
  • Click on “Payroll Bank Account”

☐ Optional: Authorize your student payroll for direct deposit to your Student Account, on The Hub.
  • Click on “Student Payroll Tuition Payment Authorization”

☐ Contact your supervisor and complete all required training.

☐ Enter actual time worked on a daily basis and submit your bi-weekly authorization with Web Time Entry on The Hub
  • Instructions and payroll calendar available on the Business Office Website
    apps.carleton.edu/campus/business/studentpayroll

Student Payroll Contact Information:
Sophie Pilon
Leighton Hall 110
(507)-222-4283
spilon@carleton.edu

International Students

For questions regarding U.S. tax requirements and Glacier software support, please contact:

Shari Mayer
Leighton Hall 115
(507)-222-4022
smayer@carleton.edu
Student Account information is accessible on The Hub 24 hours a day; 7 days a week. The Hub is Carleton’s secure online student portal. At The Hub Carleton students can:

- View, print, or download Student Account Statements
- View Financial Aid Awards
- Pay On My Account
- View Work Assignments
- Set up a Payroll Bank Account
- Enter Time Worked
- View Payroll Statements
- Grant Parent/Guest Access
- Set up a Reimbursement Bank Account
- And more...

### Parent/Guest Access

Parent/Guest Access is Student Controlled. Students can set up Guest Access accounts for parents, guardians, or other guests, allowing access to specific student records at Carleton, including the “Pay On My Account” option.

**How Students grant access:**
1. Log onto The Hub
2. Click on Parent/Guest Account Setup
3. Students receive a confirmation email with instructions for guest access which can be forwarded to their guests
4. Students provide their guests with the created password. For security reasons, we recommend the password and user ID be communicated separately.

Guests should contact their student directly with any questions. Students who need technical support should contact helpdesk@carleton.edu or (507)-222-5999.

### Comprehensive Fee 2012-2013

Students and parents/guardians will not receive paper statements, the billing process is entirely electronic. It is important for parents who are paying student account fees to obtain access to The Hub (see “Parent/Guest Access”) to view payment due dates and make payments.

Students will receive an email notice 3 to 4 weeks prior to the term due dates informing them that their student account statement is available on The Hub.

#### Standard Payment Plan

**Fall Term: Due August 15th, 2012**
- Tuition: $14,728
- Room: $2,023
- 20 Meal Plan (full board): $1,828
- CSA Activity Fee: $87
- **Total Due**: $18,666

**Winter Term: Due December 15th, 2012**
- Tuition: $14,728
- Room: $2,023
- 20 Meal Plan (full board): $1,828
- CSA Activity Fee: $87
- **Total Due**: $18,666

**Spring Term: Due March 15th, 2013**
- Tuition: $14,728
- Room: $2,023
- 20 Meal Plan (full board): $1,828
- CSA Activity Fee: $87
- **Total Due**: $18,666

**Total Fees 2012-2013**: $55,998

### Monthly Payment Plan

An alternative payment option is the TuitionPay Monthly Plan offered by Sallie Mae, where all or part of the comprehensive fee is paid in installments interest free. TuitionPay will accept credit card payments, although a convenience fee will apply.

**TuitionPay**
- (800)-635-0120
- tuitionpay.salliemae.com

### Student Account Contact Information

Apps.carleton.edu/campus/business/students

**Student Account Questions:**
- Debra Fawcett
  - Leighton Hall 112
  - (507) 222-4179
dfwcett@carleton.edu

- Candace Koen
  - Leighton Hall 111
  - (507) 222-4165
ckoen@carleton.edu

**On-line Payments:**

On-line payment is our recommended method of payment. Payments can be made electronically through The Hub 24 hours a day; 7 days a week.

**How to “Pay On My Account” on-line on The Hub**
1. Log onto The Hub
2. Under Financial Information, click on “Pay On My Account”
3. Enter payment amount, payment type WEB ACH, SUBMIT
4. Enter the US domestic bank account number, routing number, and check number (Note: an actual check number is not required, ANY number can be entered)
5. SUBMIT

**Check Payments:**

Mail check payments to the address listed below. Please include the student’s ID# and/or full name on the check.

Carleton College Business Office
One North College Street
Northfield, MN 55057

**Wire Transfer Payments:**

Domestic and International wire transfers, please contact Student Accounts.

Credit/Debit cards are not accepted for payment on student accounts.