Student Health Insurance

Health Insurance is Required for all Students

Students must either opt-in or waive (decline) the Carleton sponsored student health plan.

To opt-in or waive (decline); visit the student insurance website between July 1, 2015 and August 15, 2015 or the NON-REFUNDABLE cost of $1046.00 will be added to your fall term student account.

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, which is applied after Carleton’s refund policy is processed.

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

Tuition Refund Policy

If a student leaves due to illness during the first half of the term a 50% tuition refund is available and after that date no tuition is refunded. Room is not refunded and board is prorated based on weeks used.

Direct Deposit 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 Direct Deposit Bank Account
1. Log onto The Hub via Internet Explorer.
2. Under Other Information, click on Direct Deposit Bank Account (non-payroll) and 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 “Direct Deposit Bank Account (Payroll)”
- Optional: Authorize your student payroll for direct deposit to your Student Account, on The Hub.
  - Click on “Apply Work Earnings to Tuition”
- 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/payroll

Student Payroll Contact Information:
Jennifer Paulson       Shari Mayer
Leighton Hall 117     Leighton Hall 115
(507) 222-4283        (507) 222-4022
jpaulson@carleton.edu  smayer@carleton.edu

International Students

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

Shari Mayer       Jennifer Paulson
Leighton Hall 115  Leighton Hall 117
(507) 222-4022    (507) 222-4283
smayer@carleton.edu  jpaulson@carleton.edu
Comprehensive Fee 2015-2016

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 Hub 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, 2015
- Tuition: $16,329
- Room: $2,221
- 20 Meal Plan (full board): $2,040
- CSA Activity Fee: $92
- Total Due: $20,682

Winter Term: Due December 15th, 2015
- Tuition: $16,329
- Room: $2,221
- 20 Meal Plan (full board): $2,040
- CSA Activity Fee: $92
- Total Due: $20,682

Spring Term: Due March 15th, 2016
- Tuition: $16,329
- Room: $2,221
- 20 Meal Plan (full board): $2,040
- CSA Activity Fee: $92
- Total Due: $20,682

Total Fees 2015-2016: $62,046

Monthly Payment Plan

An alternative payment option is the Tuition Payment Plan offered by Higher One, Inc., where all or part of the comprehensive fee is paid in installments interest free. Payments must be paid in US Dollars through a US bank account. Tuition Payment Plan will accept credit card payments, although a convenience fee will apply.

Higher One, Inc.
- Phone: (800)-635-0120
- Website: tuitionpaymentplan.com/

Online Payments:
Online payment is Carleton’s recommended method of payment. Payments can be made electronically through The Hub 24 hours a day; 7 days a week.

How to “Make a Payment” on-line on The Hub
1. Log onto The Hub at thehub.carleton.edu
2. Under Tuition, Fees, Financial Aid, click on “Make a Payment”
3. Enter payment amount, payment type WEB, ACH, SUBMIT
4. Enter the US domestic bank checking 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 and 529 Savings Plan payments to the address listed below. Please include the student’s ID number 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 for bank information.

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