Student Employment/Payroll

**Student Employment Checklist:**

- Visit Student Financial Services for employment opportunities (go.carleton.edu/studentemployment).
- 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 Direct Deposit Bank Account”
- Recommended: Authorize all or a portion of 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  
Leighton Hall 117  
(507) 222-4283  
jpaulson@carleton.edu

Shari Mayer  
Leighton Hall 115  
(507) 222-4022  
smayer@carleton.edu

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**Student Health Insurance**

**Health Insurance is Required for all Students**

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

To opt-in or waive (decline); visit the student insurance website between June 1, 2018 and August 15, 2018 at https://www.studentinsurance.com/Schools/?id=1268

**Premium $1,707  Coverage Period 8/15/18 - 8/14/2019**

**For plan inquiries contact:**

Consolidated Health Plans Inc. (CHP)  
es@chpemail.com or 1-877-657-5030

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**Tuition Refund Policy**

If a student leaves due to illness during the first half of the term a 50% tuition refund is available, after that date no tuition is refunded. Room is not refundable. Board is prorated based on weeks used. The complete policy can be found at https://apps.carleton.edu/handbook/financial/?policy_id=872749

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**Non-Payroll 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 Non-Payroll Direct Deposit Bank Account**

1. Log onto The Hub at thehub.carleton.edu
2. Click on Non-Payroll Direct Deposit Bank Account and enter the domestic bank account number and routing number.

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**Financial Literacy**

Carleton students have access to CashCourse!, a free online resource guide geared to students, helping them learn to make smart financial decisions. Students go to http://www.cashcourse.org to create an account using their Carleton email.

Sponsored by Carleton’s Office of Health Promotion  
apps.carleton.edu/healthpromotion/

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**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

Jennifer Paulson  
Leighton Hall 117  
(507) 222-4283  
jpaulson@carleton.edu

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**Student and Parent Guide to Student Accounts and Tuition Information 2018-2019**

apps.carleton.edu/campus/business/students
Comprehensive Fee 2018-2019

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 statements 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, 2018
- Tuition: $18,146
- Room: $2,466
- 20 Meal Plan (full board): $2,229
- CSA Activity Fee: $107
- Total Due: $22,948

Winter Term: Due December 15th, 2018
- Tuition: $18,146
- Room: $2,466
- 20 Meal Plan (full board): $2,229
- CSA Activity Fee: $107
- Total Due: $22,948

Spring Term: Due March 15th, 2019
- Tuition: $18,146
- Room: $2,466
- 20 Meal Plan (full board): $2,229
- CSA Activity Fee: $107
- Total Due: $22,948

Total Fees 2018-2019: $68,844

Monthly Payment Plan

An alternative payment option is the monthly payment plan offered by Cashnet 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. The monthly payment plan will accept credit card payments, although a convenience fee will apply.

Cashnet
(877) 821-0625
https://commerce.cashnet.com/paymentportal

Student Account Contact Information

Candace Koen
Leighton Hall 111
tloom@carleton.edu
(507) 222-4179
ckkoen@carleton.edu

Debra Fawcett
Leighton Hall 112
tloom@carleton.edu
(507) 222-4179
dfawcett@carleton.edu

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

How to “Make a Payment” online 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

Mail student account & 529 Savings Plan checks to:
Carleton College, Business Office, One North College Street, Northfield, MN 55057
- Please include the student’s ID number and/or full name on the check.

Wire Transfer Payments:
Domestic and international wire transfers, please contact Student Accounts for bank information.

Mail scholarship checks to:
Carleton College, Student Financial Services Office, One North College Street, Northfield, MN 55057

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

International Student Payments

Families without US domestic bank accounts may make international payments using Flywire at www.flywire.com, or by international wire transfer.

Parent/Guest Hub Access

Parent/Guest Hub 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 “Make a Payment” option.

How Students grant access:
1. Log onto The Hub with your student login.
2. Click on Grant Hub Access for Parent/Guest
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.

Student Accounts Online
thehub.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
- Make a Payment
- View Work Assignments
- Set up a Direct Deposit Bank Account for Payroll
- Report Time Worked
- View Payroll Earnings History
- Grant Hub Access for Parent/Guest
- Set up a Direct Deposit Bank Account for non-payroll reimbursements
- And more...