



---

*Welcome Class of 2023*

Business Office Information Sheet

Important Dates

- **June 14, 2019**- Deadline to complete Financial Responsibility Form in order to register for fall 2018 classes (found on Student Web Advisor page)
- **July 8, 2019** - Fall semester tuition bills will be available on Student Self-Service
- **July 20, 2019** – First payment due 5 month fall semester payment plan
- **August 5, 2019** – All Payment arrangements should be complete.

Payment Options

- Online payment can be made through Student Self-Service with e-Check from a checking or savings account with your bank routing number and personal account information. There is no additional fee for this service.
- Online payment can also be made through Student Self-Service using MasterCard, Discover Card or American Express Card. **A 2.50% convenience fee will be added to the transaction.**
- Payments are accepted in cash, check, or money order. A \$25.00 fee as well as the original check amount is assessed to the student's account if any check is returned from the bank.
- Payment can be mailed using Bank check, personal check or money order to:  
Washington College  
Business Office  
300 Washington Avenue  
Chestertown, MD 21620  
Please be sure to include the Student Account (ID) number.
- Washington College is pleased to offer the tuition payment plan administered by Official Payments. Enrolling in a tuition payment plan is easy (link found on Student Self-Service on the Account Summary page or the Business Office Website under Payment Options)  
If you have any questions about the plan, call Official Payments at 866-964-4020 and a specialist will be happy to assist you.
- Loan Options - Visit the **Student Financial Aid** website for information regarding student and parent loan options, or contact the office by calling 410-778-7214.
- For additional Financial Aid information or questions, please contact the Office of Student Financial Aid at 410 778 7214.

Fixed for 4 offers Washington College families and students more certainty for planning tuition. For more information you can visit <https://www.washcoll.edu/offices/business-office/fixedfor4/>

### **Tuition Refund Insurance**

- Tuition refund insurance covers the cost of tuition and fees in the event of a medical withdraw and is automatically included with each semester tuition bill unless you choose to opt out. You may opt out of coverage by sending an email to [wac\\_trp@washcoll.edu](mailto:wac_trp@washcoll.edu) with the student's name and college ID number.

### **GET Funds**

- GET is an online system linked to the student ID card used to preload funds using a personal credit card to the student's ID card to be used for making retail purchases on campus. The GET system is available online on the college website at and with a Mobile App. For more information you can visit <http://www.washcoll.edu/offices/business-office/id-card-with-get/>

### **1098-T Federal tax reporting**

- Each year, in January the Business Office processes the Federal 1098-T tax form for reporting of educational expenses. The form is available 24/7 in a PDF format through Student Self-Service. The student will receive the form via electronic delivery unless they opt out of electronic delivery. To receive a paper form, mailed to the home address of record, the student must notify the Business office in writing prior to January 1. **Please note the college must have the student's Social Security number on file in order to provide the tax form.**

### **Business Office Contact Information**

**Debbie Bergen** at [dbergen2@washcoll.edu](mailto:dbergen2@washcoll.edu) or 410-778-7266 extension 8

**Tiffany Worcester** at [tworcester2@washcoll.edu](mailto:tworcester2@washcoll.edu) or 410-778-7736

### **Parents Access to General Information**

- The Federal Rights and Privacy Act (FERPA) protects a student's information. Business Office staff may only release information regarding a student account if the student has authorized release of information. **The release of information by the student is granted through their Web Advisor page using Parent/Guardian Information Release Form.**
- By clicking this box you authorize Washington College TO RELEASE any academic or account information to your parents/guardians, should they so request, for the duration of your enrollment at Washington College. **Be sure to hit the Submit button**

### **Parents Access to Online Information**

- To grant online access to account information, the student needs to log into their Student Self-Service account.
- Using the drop down menu under the user name select View/Add Proxy Access.
- Using the drop down menu under Select a Proxy, select the person you wish to grant access to.
- Verify email address and relationship listed, if incorrect contact the Registrar's office at [Registrar@washcoll.edu](mailto:Registrar@washcoll.edu) to provide correct information.
- Select either Allow Complete Access or if access is being granted to only certain items select Allow Select Access and then check the box for the items you wish to grant access to.
- An email will be sent to the selected person with a user name and a separate email with a temporary password.