Guide to Student Accounts



Southwestern College

Table of Contents

WELCOME TO SOUTHWESTERN COLLEGE **3**

BILLING POLICY **3**

YOUR EPAYMENT ACCOUNT **3**

ACCESS TO EPAYMENT **4**

To pay in full: *4*

To set up a payment plan: *5*

Other information on Payment Plans for the semester: *6*

STUDENTS RECEIVING FINANCIAL AID **6**

TO ORDER TEXTBOOKS **7**

MEAL PLANS & FLEX DOLLARS/DECLINING BALANCE **7**

PARENT ACCESS TO SELF-SERVICE (PARENT LOGINS) **8**

EREFUND **8**

FORM 1098-T'S **8**

IMPORTANT CONTACT INFORMATION **9**

Welcome to Southwestern College

At Southwestern College we encourage all students to take responsibility for their financial obligations, ranging from their financial aid and student account balances to their own personal finances. We recognize that there may be a learning curve, and encourage guidance from parents, family members, adult mentors, as well as from our staff in the College Services and Financial Aid offices. For your convenience, we offer the ability to perform many financial functions online. We also welcome students to our offices to discuss personal circumstances or answer any questions as may arise. We are here to help navigate the billing and financial aid processes at Southwestern.

Again, welcome to SC!

Billing Policy

Our billing policy requires students to have their account paid in full by the first day of classes for each semester. For your convenience, if you are unable to pay in full, we offer a payment plan option, which can be set up online through ePayment. Full payment or payment plans should be in place by the first day of classes. The complete billing policy can be found on the college's website.

Important! Your registration will NOT be considered finalized until you set up a payment plan or pay your balance in full.

Your ePayment Account

ePayment offers the following functions:

- Make a payment
- Set up an automatic payment plan
- Set up direct deposit for financial aid refunds
- Allow access for authorized users (i.e. parents)
- View Form 1098T's

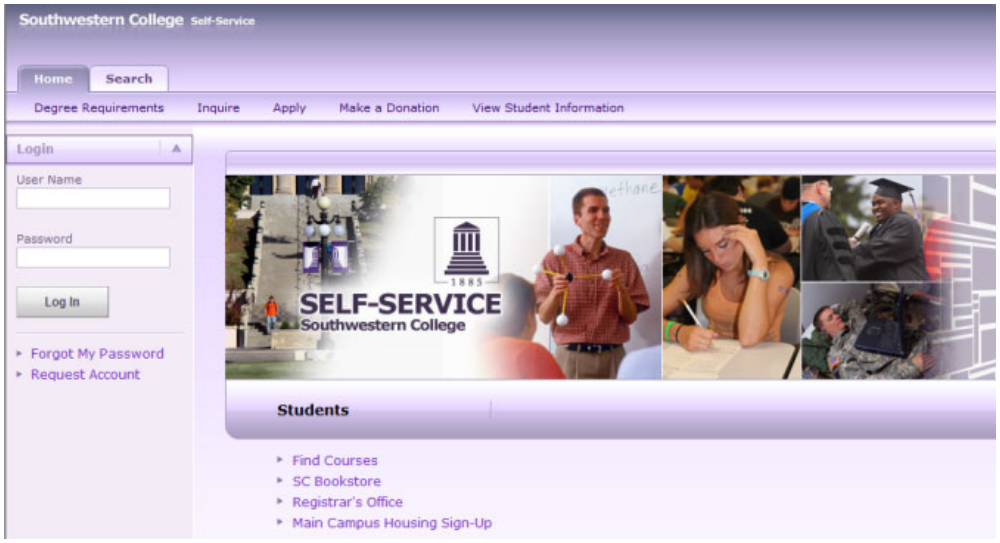
NOTE: Statements are published in Self-Service on the 1st business day of each month. You can view your statement in Self-Service under the Finances Tab > Statement.

Suggestion…

Set up a monthly reminder in Outlook to review your account in Self-Service.

Access to ePayment

❖ Log in to Self-Service: https://web01.sckans.edu/SelfService/Home.aspx.



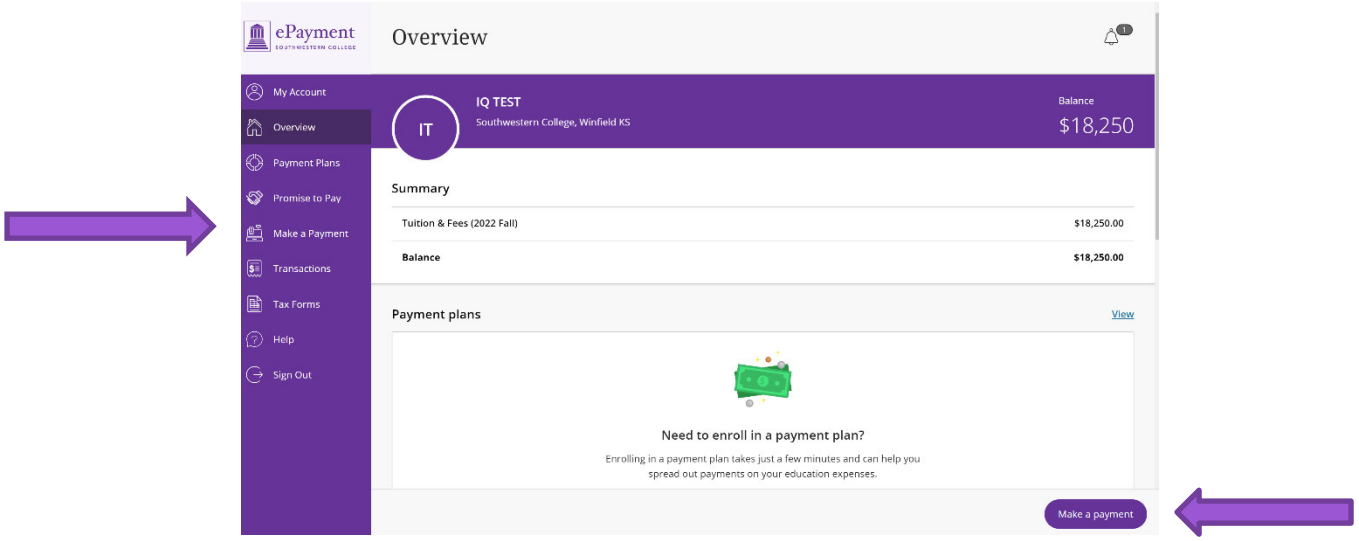
- Go to the Finances tab and select 'ePayment'.



To pay in full:

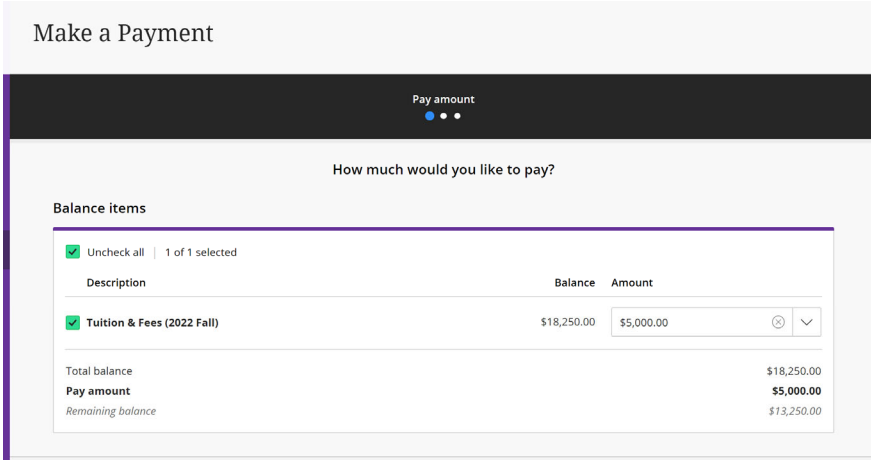
In the menu on the left side of the ePayment screen, select 'Make a Payment' or choose the 'Make a Payment' button in the righthand botom of the 'Overview' screen.

- Make you payment in full with ACH (electronic check using your bank routing and account number) or credit card number. There are no fees to make payment in full using any payment method.



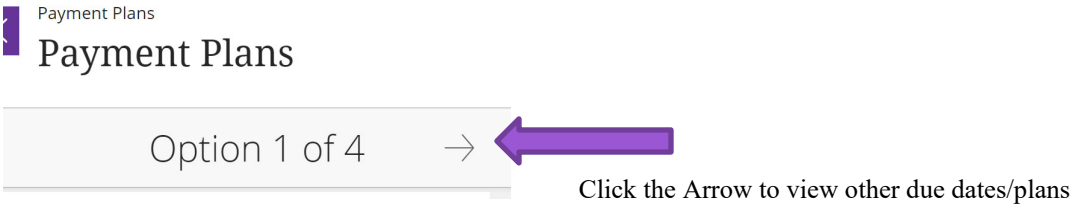
To make a partial payment:

Select the checkbox for any Balance items you would like to Pay/Enter the payment amount into the 'Amount' Box. Choose the 'Checkout' button on thr right hand bottom of the screen. Enter your Payment Method or Select any saved payment method. A receipt will be automatically be emailed and is also availbale in the 'Transactions' Menu.



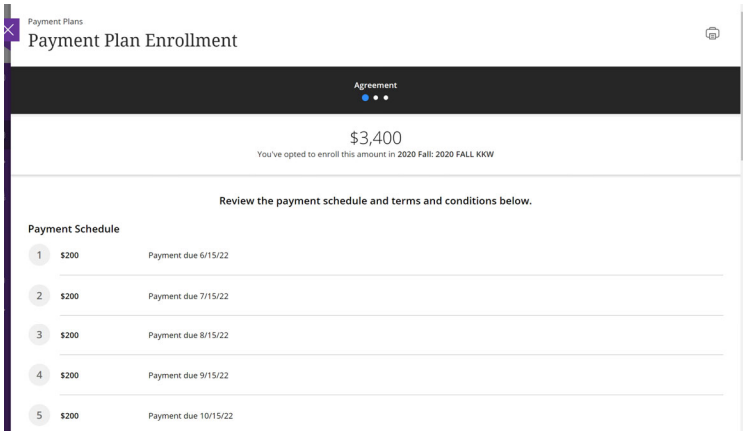
To set up a payment plan:

- In the 'Payment Plans' menu on the ePayment screen, select 'View Payment Plan Options'

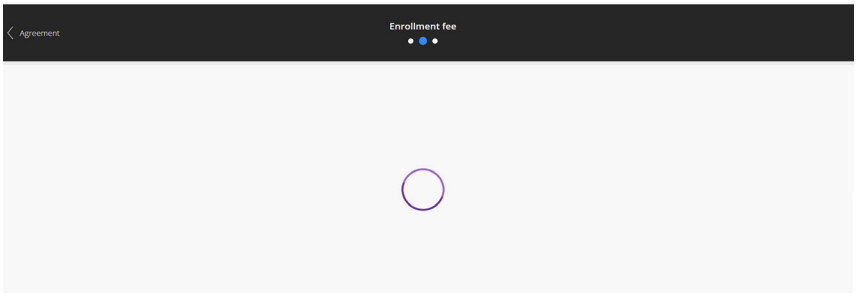


Click the Arrow to view other due dates/plans

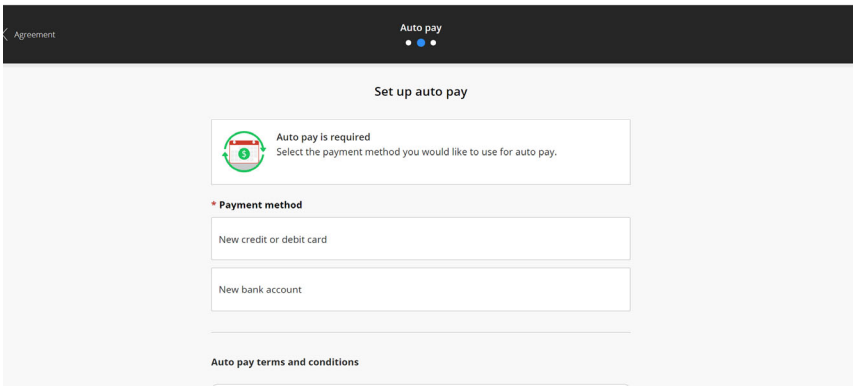
- Choose 'Enroll in Plan' button when you have selected your appropriate plan/due date.
- Review Terms and Conditions and select 'I agree to these Term & Conditions' box. Click 'Continue' button in the right-hand corner of the screen. You will not be able to continue if all items are not completed.



- Pay your $XX.00 non-refundable enrollment fee if applicable for your plan.
- For Main Campus students there is a $30.00 non-refundable payment plan fee each semester.
- You may utilize different payment methods for the enrollment fee vs. the scheduled installments.



- Enter your ACH (electronic check) or Credit Card Number for your automatic payments.
- You can always make payments toward your balance/plan using alternate payment methods or update your payment methods anytime though the Auto Pay setup.
  You are in control of making your payments on time or having them automatically deducted.



Other information on Payment Plans for the semester:

- First payment is due the first day of classes for the semester or when you set up the installment plan. Remaining payments are due the 10th of each month, 15th of each month or the end of the month depending on the plan selected. Payments will be drafted on the next business day if due date falls during the weekend (Aug-Dec for Fall; Jan-May for Spring; June-Aug for Summer). **Plans must be set up each semester**.
- An email reminder will be sent 3 days prior to each due date
- Any additional charges or credits (i.e. bookstore charges, scholarships, etc.) will be spread out over the remaining months of the plan.
- Students will be notified when enrollment for payment plans open for the next semester.



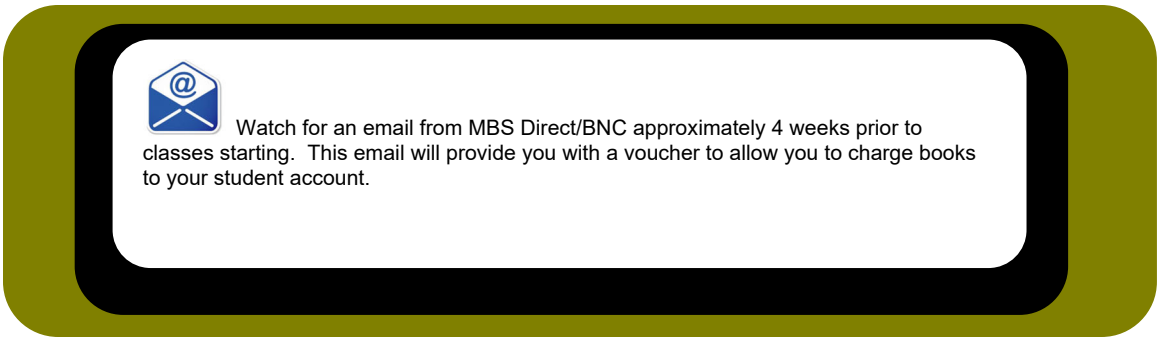
Students Receiving Financial Aid

- You are responsible for submitting your FAFSA and any necessary forms requested from the financial aid office. Failure to complete your requirements timely could result in not having financial aid on your account, thus requiring payment or a payment plan.

- Your financial aid will show up as “Anticipated Aid” on your account until the funds are disbursed at the beginning of the semester. Any payment plan or full payment will be calculated on your charges less your anticipated aid.
- If you are missing financial aid, please contact the Financial Aid Office.
- If you are receiving more financial aid than your charges for tuition, housing, books, etc., you may qualify for a financial aid refund. If you will be receiving a refund, refer to the **‘Direct Deposit/eRefund’** section for instructions on how to receive your refund electronically through ACH direct deposit.

To order textbooks

- Textbooks can be ordered through our online bookstore, MBSDirect/BNC.
- Approximately 4 weeks prior to class start date, you should receive an email with a voucher ID to purchase textbooks. This voucher allows you to charge your books to your student account at SC and use financial aid to cover the cost. If the charges create a balance on your account, you will be responsible for payment.
- Login to the link in the email. You will need your SC ID # and the voucher ID.



- There is also a link to the MBS online bookstore on the Home page in Self-Service and Quick Links from the sckans.edu website. https://www.sckans.edu/student-services/bookstore/

Meal Plans & Flex Dollars/Declining Balance

- Residence hall assignments and meal plans are selected through the Student Life Office.
- Please select the appropriate meal plan in advance to ensure proper billing on your account
- Meal plans are locked in after the cafeteria opens each semester. Any changes to meal plans must be made through the Student Life Office prior to Residence Hall and Apartment sign-in.
- Declining Balance Dollars can be added to your account to be used in the cafeteria, the Java Jinx, and the Stir & Bustle. Payment for Declining Balance Dollars can be made by cash, check or credit card in the Student Accounts Office or purchased through the Fresh Ideas Mobile App. https://www.freshideasfood.com/scdining/mobile-app/
- Unused Declining Balance Dollars will be carried forward from fall semester to spring. Unused Declining Balance Dollars at the end of spring semester will be lost. (Note: Flex Dollars purchased with a meal plan. are NOT carried from the end of the semester. Any unused amounts are forfeited at the end of the semester in which the meal plan is purchased.)
- You can check your meal balances and submit online orders for pick up by downloading the FreshX mobile App. Skip the line; Order and pay for your food with Fresh X’s features for the mobile campus wallet.

Authorized Payer Access to Self-Service (Parent/Spouse Logins)

❖ A student may create an Authorized Payer to allow parents, guardians and other authorized users to access his/her account information. An Authorized Payer must be created by the student before it can be utilized.

- To create an Authorized Payer, go to Self Service/Finances tab/ePayment.
- In the ePayment screen, go to the My Account menu. Scroll to the section for Authorized Payers and click the link "Send a Payer Invitation".
- Enter the Authorized Users Name and email address.
- Add an optional note to the welcome email that will be sent to the payer in the 'message' box.
- Select the Authorized Payer's permissions to Tax Forms. Click 'Send Invitation'.
- A welcome email will be sent to the Authorized user's email address. The email will contain the optional note, login information and temporary password. The password can be reset by the student when necessary. You can also set up your personal email address as an 'authorized payer' to receive payment reminders or receipts at an alternative email address.

Direct Deposit/eRefund

By enrolling in eRefund, you will receive your payment several days earlier than if you elect to receive a paper check in the mail, and be "green" by saving paper.

- If you will receive enough financial aid to receive a refund check, you can have it directly deposited into your checking or savings account. Credits from housing deposits or other overpayments can be quickly sent out. We encourage all students to enroll into direct deposit.

- To enroll in direct deposit, go to Self Service/Finances tab/ePayment. In the ePayment screen, go to the 'My Account' tab and locate the section for 'Direct Deposit Refunds' Select "Sign Up" link. Follow the prompts to add bank routing and account number. Once enrolled, refunds will automatically be deposited until you opt-out to receive paper checks.

Form 1098-T's

In January of each year, Southwestern College prepares form 1098T for all eligible students. This form is used by students and parents to claim the American Opportunity, Hope, and Lifetime Learning credits when filing income tax returns.

❖ Your Form 1098T will be published electronically. If you are enrolled in paperless delivery, you will not receive a paper copy of your 1098T, however you will be able to access your 1098T online 24/7 and print or save as needed.

❖ To enroll, go to Self Service/Finances tab/ePayment. In the ePayment screen, go to the Tax Forms menu and select "Sign up for Paperless Delivery". Follow prompts.

- If you do not enroll in the "electronic only" plan, a paper copy will be mailed by January 31st.
- By electing to receive this electronically, you will also be able to obtain an additional copy at your convenience and view prior years' forms, if needed.

Benefits of Receiving Form 1098-T Electronically

- is faster than the traditional mailing process
- is easy and more secure
- eliminates the chance of the form getting lost, misdirected, or misplaced once received
- allows you to access your current and past year's 1098-T tax information from anywhere anytime

IMPORTANT CONTACT INFORMATION

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