

# BILLS AND PAYMENTS

## PAYMENT PROCEDURE

Linfield University does not send paper statements. All registered undergraduate and graduate students on the "standard academic calendar" will be billed (if they are registered at the time we process semester and monthly billings) and receive an electronic tuition statement in July, for fall semester, and in January, for spring semester. Monthly thereafter, students will receive an electronic billing statement and an email to log in and check their account balance if there is a balance due. This typically includes tuition, room, board, mandatory fees and course related fees for the semester but will vary depending on program and academic level. All tuition statements and student account billing activity are available electronically on the Nelnet Student Account Portal, <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>), which can be accessed through Self-Service. Students and authorized parties will receive an email notification when electronic statements and any monthly notifications are available for viewing and printing. Linfield is not able to send internal email communications out directly to parents due to FERPA regulations and it will be the responsibility of the student to forward all emails they need handled by their financial party handling their billing and add them as an authorized party on their Nelnet Student Portal for billing emails.

The payment procedure necessary to finalize Student Account arrangements includes specific date requirements which must be met. Each student, without exception, must do one of the following each semester:

1. Pay in full so that the account balance is zero by the first day of classes for the program you are in. Note: Standard and Accelerated Semesters have different starting dates. All semester payment deadlines are due the first day of your semesters starting date.
2. Set up a Payment Plan: A deferred tuition payment plan is offered through Nelnet. The amount of the plan is based on semester billed charges (include January term charges in your spring semester plan). Payments for fall semester "STANDARD CALENDAR" may be made in 6, 5, 4 or 3 installments beginning May, June, July, August, and September, and ending in October or November. Payments for spring semester "STANDARD CALENDAR" may be made in 6, 5, 4 or 3 installments beginning November, December, January, and February, and ending in April. There is no interest charge if all payments are made as scheduled with Nelnet. However, if a payment is late, Nelnet will assess a \$50 late fee, and Linfield will assess a 1% per month finance charge for the remainder of the payment plan. Additional Nelnet payment plan information is available in the Student Accounts Office. A payment plan with Nelnet may be established online at <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>) and paying the semester plan fee (varies depending on campus), or,
3. Pay the balance due, in full, not included in the Nelnet payment plan **and** not covered by accepted net financial aid by the first day of classes, **and** accept or reject any financial aid.

The portion of the semester billed charges not included in the Nelnet payment plan, third party funding and not covered by accepted net financial aid must be paid online or by check to Linfield by the first day of classes. Student bills which have not been paid on or before the first day of classes, or any subsequent overdue amount, are subject to

additional charges including but not limited to a 1% monthly finance charge, reasonable attorney fees, both on trial and appeal, other costs, and charges necessary for the collection of any amount not paid when due, and cancellation of registration or services being withheld, including but not limited to, transcripts, grades and diploma. The school will report the amount of an overdue account and other relevant information to a national credit bureau.

## MAKING PAYMENTS

Payments may be made online by E-Check or a credit/debit card by logging into your Nelnet Student Account Portal through Self-Service, or, paid directly to the Student Accounts Office, located on the McMinnville Campus, in person or by mail. Linfield does not accept credit cards in office or over the phone due to regulatory rules. We can accept cash payments (cash must be under \$10,000), check or money order payments in office. Payments accepted Online are E-Check, MasterCard, American Express, VISA, or Discover. Nelnet will charge a teleprocessing fee for debit/credit cards that varies with the amount charged and type of card used. E-Check (ACH) payments are free of charge. Please visit <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>) to pay or for additional information.

*Linfield Educational Services Agreement:* The Linfield Educational Services Agreement (LESA) is your student account financial agreement between you and Linfield for your financial liability to the University. **All** students are required to access and agree to the terms of the LESA via Self-Service before you are able to register, and, on an annual basis. There are no exceptions to this and is required to register at Linfield.

*Net Financial Aid:* All net financial aid must be applied to the student account by October 31, 2023, for fall semester and by March 31, 2024, for spring semester. To ensure these dates are met, students and parents must submit the proper documentation to the Financial Aid Office in a timely manner. Some financial aid cannot be applied to the student account until after classes begin.

Students are expected to complete financial arrangements before classes begin. The consequences of not adhering to these dates will range from late fees to other fines set by the university, up to and including cancellation of enrollment.