

# BILLS AND PAYMENTS

## PAYMENT PROCEDURE

Linfield University does not send paper statements. Online students are billed charges once they register for their courses each semester and will be available online. Monthly, thereafter, students will receive an electronic billing statement email if there is a balance due owing. Tuition bills and statements typically includes tuition, online fees and mandatory fees and course related fees for the term. 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 will receive an email notification when electronic statements and any monthly notifications are available for viewing and printing.

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 the semester start 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. Payment plans for all four semesters are available in monthly installments. Plans for accelerated semesters are listed below:
  - Fall Semester: July, August, September, October
  - Winter Semester: November, December, January, February
  - Spring Semester: February, March, April, May
  - Summer Semester: May, June, July, August

However, if a payment is late, Nelnet will assess a \$50 late fee, and Linfield University may 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 by setting up 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,

The portion of the semester billed charges not included in a combination of the Nelnet payment plan, accepted net financial aid and third party funding must be paid in full on or before the first day of the semester. Student bills not paid on or before the first day of the semester, 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 through Nelnet Campus Commerce by logging into your 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. We can accept cash payments (limited to 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 call Nelnet at 800-609-8056 or 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 Etrieve before you are allowed to register, and, on an annual basis, every April.

*Net Financial Aid:* All net financial aid must be applied to the student account by the 6th week of each term; once meaningful interaction has been met and confirmed. To ensure these dates are met, students 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.