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## Student Accounts Newsletter Summer 2016-17

Welcome to the upcoming summer term. We look forward to serving you!

Please review checklist items below for important deadlines and payment options which include online payment by e-check, credit/debit card convenience fees, and recurring payments for payment plan participants. Summer charges will be available in MyPSC by mid-April.

We encourage dependent students to assign Parent/Guest access to MyPSC to allow parents, guardians or other guests to also view student information. To assign Parent/Guest, log into MyPSC and navigate to the Academics tab, select the Parent/Guest Access link under the 'Manage My Account' section, and follow the instructions online.

To assist us in complying with FERPA regulations, students should also complete the Release of Information Authorization form to give permission for College employees to release student information to parent/guest. This would include, but not limited to, information regarding Academics, Financial Aid/Obligations, Athletics, Billing, and Discipline. The Release of Information Authorization form may be found online at <http://www.peru.edu/wp-content/uploads/2015/02/ferpa.pdf>, or students may stop by the Student Records Office to complete.

As a reminder, emails from the College sent to students are important, and some more time-sensitive than others. Please check your campus emails frequently.

1. The summer 2017 term financial aid is based on the 2016-17 FAFSA information. In addition to the 2016-17 FAFSA ([www.fafsa.gov](http://www.fafsa.gov)), a Peru State summer application is required. The application may be found at <http://www.peru.edu/financialaid/summer/>. Contact the Financial Aid Office at 402-872-2228 or [finaid@peru.edu](mailto:finaid@peru.edu) with questions.
2. **Payment Options:**  
Visa, MasterCard, and Discover card payments are accepted only online through MyPSC. Card payments are not accepted at the Business Office or by phone.

U.S. card payments are subject to a 2.75% convenience fee based on the payment amount, and International card payments are subject to a 4.25% convenience fee.

Electronic check payment (e-check) option is also accepted online through MyPSC. Enter bank routing number and bank account number. **Do not enter 16 digit card debit card numbers as the bank account number.** A convenience fee will not be charged when online e-check payment is made. A \$30 returned check fee will be charged on returned E-check payments as a result of an invalid account number, closed account, stop payment, or insufficient funds.

Checks and/or money order payments may be mailed to the Business Office or made in person at the Business Office, Administration Building, 2<sup>nd</sup> floor, room 206, 8:00 a.m. to 5:00 p.m., Monday through Friday.

Payment plan is available through our service provider, Higher One, Inc. (CashNet). The terms and conditions of payment plan may be found at <http://www.peru.edu/businessoffice/>. Please review the terms and conditions before making the decision to enroll. The summer payment plan will not be open for enrollment until Tuesday, June 13<sup>th</sup>, after financial aid has been disbursed to student accounts. The first installment is due upon enrollment, with the remaining installments due on the 19<sup>th</sup> of the month, July and August. Enroll no later than June 19<sup>th</sup> for the three installment plan. Enrollment after June 19<sup>th</sup> will result in fewer installments. To enroll in the payment plan, log into

MyPSC, navigate to the Student Accounts tab, and select the Payment Plan – Enroll/Pay link; you will be redirected to the CashNet site. Recurring payment schedules are available with participation in the payment plan.

PSC accepts payments from outside sources which have formally agreed to pay tuition, fees, or room and board for an eligible student. These organizations include but are not limited to Veteran’s Administration, Vocational Rehabilitation, National Guard, and AmeriCorps. A copy of a written authorization should be forwarded to the Business Office, [businessoffice@peru.edu](mailto:businessoffice@peru.edu), fax 402-872-2416, or the Financial Aid Office, [finaid@peru.edu](mailto:finaid@peru.edu), fax 402-872-2419.

**3. *Payment due dates:***

Summer 2017

Internships begin May 8<sup>th</sup> – due May 22, 2017

8 week session begins June 5<sup>th</sup> – due June 19, 2017

**4. *Student Billing:***

Monthly invoices and account details are available online and may be found by logging into MyPSC and navigating to the Student Accounts tab. It is the responsibility of the student to view their account charges in MyPSC, share the account information with the payer, and make payment by the published payment deadline. An email communication will be sent to the student’s campus email address as soon as semester charges are available to view online. Pending financial aid does not extend payment deadlines. A late payment fee will be assessed on accounts after the payment due date.

**5. *Book Vouchers:***

Peru State College has partnered with an online bookstore provider, Akademos, to serve the campus for textbooks and course materials. Students may log into the Akademos site at [peru.textbookx.com](http://peru.textbookx.com) with NUID and password to make purchases. For additional information on book vouchers, please see the FAQs at [www.peru.edu/businessoffice](http://www.peru.edu/businessoffice) or contact the Business Office. Summer term book vouchers will be available on May 1st. Students will receive an email notification from Akademos if eligible for a book voucher.

**6. *Student Refunds:***

For banking convenience, we offer the direct deposit of student refunds and encourage participation. To enroll in direct deposit, log into MyPSC and navigate to the Student Accounts tab. Click the ‘My Bank Info’ link to enter bank routing number and bank account number. Direct deposit refunds will be deposited into bank accounts within 3 days of refund processing. ***Inaccurate entry of bank routing number and bank account information will delay the refund.***

Students who do not participate in the direct deposit of refunds will receive a paper refund check, which takes a minimum of 7 to 10 days for refund processing. An email communication will be sent to notify students of the availability of the refund checks.

For additional information and assistance, please contact the Business Office or visit the webpage at [www.peru.edu/businessoffice](http://www.peru.edu/businessoffice).