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## Student Accounts Newsletter Academic Year 2017-18

Welcome to the upcoming 2017-18 academic year. 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.

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. Please note the current Identity Management system is changing July 16<sup>th</sup>, and new instructions will be posted at that time.

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 be 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. **Priority filing date for the 2017-18 FAFSA is March 15, 2017.** FAFSA information received before the March 15<sup>th</sup> priority filing date have a better chance of receiving grants which have limited funding. Students/parents are encouraged to complete a FAFSA as early as possible. Additional information may be requested by the Financial Aid Office in order to complete a student's financial aid package, therefore, a prompt response of the requested information is important. A communication will be sent to the student's campus email address, and 'To-do' items to be completed will be posted in MyPSC self-service under the Financial Aid tab. Financial aid awards cannot be offered to a student until all To-do items have been completed and final review is done. Financial aid files not completed by July 15<sup>th</sup> cannot be guaranteed the student's awards will be disbursed to the student account by the payment deadline and the student may not be eligible to receive a book voucher.
2. **Payment Options:**  
Visa, MasterCard, and Discover card payments are accepted online through MyPSC. Card payments are not accepted at the Business Office. U.S. card payments are subject to a 2.75% convenience fee based on the payment amount. International card payments are subject to a 4.25 % convenience fee.

Electronic check payment (E-check) option is 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 fall payment plan will not be open for enrollment until Tuesday, August 29<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 4<sup>th</sup> of the month, October through December. Enroll no later than September 4<sup>th</sup> for the four installment plan. Enrollment after September 4<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 also 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 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:**

Fall 2017

16 week and 1<sup>st</sup> 8 week session – due September 4<sup>th</sup>

2<sup>nd</sup> 8 week session – due November 6<sup>th</sup>

Graduate Cohort sessions – due 2 weeks after course begin date

Spring 2018

16 week and 1<sup>st</sup> 8 week session – due January 22<sup>nd</sup>

2<sup>nd</sup> 8 week session – due March 26<sup>th</sup>

Graduate Cohort sessions – due 2 weeks after course begin date

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. FAFSA information should be complete or payment received no later than September 30<sup>th</sup> to avoid administrative withdrawal for non-payment. A 2% late payment fee will be assessed on past due accounts after the payment due date.

5. **Book Vouchers:**

Book vouchers are available to students whose “accepted” financial aid award amount exceeds the tuition, fees, room and board charges. The College has partnered with an online bookstore provider, Akademos, to serve the campus for textbooks and course materials. Fall term book vouchers will begin to be available July 17<sup>th</sup>. Book voucher information is processed weekly with Akademos as students accept their awards in MyPSC. Students will receive an email notification from Akademos if eligible for a book voucher. For additional information on book vouchers, please see the FAQ’s at [www.peru.edu/businessoffice](http://www.peru.edu/businessoffice) or contact the Business Office.

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 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 or assistance, please visit the Business Office webpage at [www.peru.edu/businessoffice/](http://www.peru.edu/businessoffice/) or contact us at [businessoffice@peru.edu](mailto:businessoffice@peru.edu) or 402-872-2211.