IMPORTANT ACCOUNT INFORMATION FOR STUDENTS

Welcome to Southwestern College! 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. Payment plans can be set up online through ePayment and should be in place by the first day of classes. Your payment plan will need to be set up BEFORE you will be issued your Southwestern College ID or be able to obtain your laptop. For new students, this needs to be completed before the residence halls open each semester.

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

Access to ePayment:

- **Log in to Self-Service**
  - If you are registering for classes, you can 'Select a Payment Method' at the end of this process, and pay in full or set up your payment plan.
  - If you have already registered for classes, go to the Finances tab and select 'Make a Payment'.

  To pay in full:
  - In the 'Your Account' box on the ePayment screen, select 'Pay'
    - Make your payment in full with ACH (electronic check) or Credit Card Number
    - No enrollment fee

  To set up a payment plan:
  - Payment Plans can be set up conveniently through Self-Service without having to come up to College Services.
  - In the 'Payment Plans' box on the ePayment screen, select 'Enroll in Main Campus FALL 2013 Payment Plan'
    - View Agreement and select 'OK'
    - Pay your $30.00 non-refundable enrollment fee
    - Enter your ACH (electronic check) or Credit Card Number for your automatic payments
    - Payments are due the 10th (or first business day) of each month– first payment is due on August 12, 2013
    - 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 receiving financial aid:

- Your financial aid will show up as "Anticipated Aid" on your account until the funds are actually disbursed at the beginning of the semester. Any payment plan or full payment will be calculated on your charges less your anticipated aid. Any questions can be directed to the Financial Aid Office.

To enroll in eRefund:

- If you will receive enough financial aid to receive a refund check, you can have it directly deposited into your checking or savings account.
- To enroll in direct deposit, go to Self Service/Finances tab/Make a payment. In the ePayment screen, go to the eRefund box and select "Enroll in eRefund". Follow prompts.
- By enrolling in eRefund, you will receive your payment several days before receiving your paper check in the mail.

To order textbooks:

- Sign Out of the ePayment screen
  - Select 'Sign Out' to completely log out of ePayment. This will direct you back to the Self-Service's 'Complete' screen
  - Select '**View/Purchase Textbooks for Registered Course**'
- MBS Direct vouchers will be available beginning July 15, 2013. You should receive your voucher for textbooks via email once you are enrolled fulltime. Prior to August 1, 2013 the voucher will be sent to the email address you provided to the SC admissions office. If you are enrolling after August 1, 2013 the voucher will be sent to your SC email address. This voucher will allow you to charge books to your SC student account and use financial aid to cover the cost. If the charges create a balance on your account, it will be your responsibility for payment.
- There is also a link to the MBS online bookstore on the Home page in Self-Service.

To change your meal plan:

- Meal plan changes can be made through Residence Life through the day of residence hall sign-in/day before the dining hall opens (August 11, 2013). Your charges will be adjusted accordingly.

To elect to receive your 1098T electronically:

- Go to Self Service/Finances tab/Make a payment. In the ePayment screen, go to the 1098T box and select "Click Here to Receive Only Electronic". Follow prompts.

If you have questions about your student account, please contact Student Accounts at:
620-229-6251 or 620-229-6318 or accounts@sckans.edu

>>> Student Accounts <<<

Ashley Helmer- ***Billing and Student Account Representative***
Terah York – ***Billing and Student Account Coordinator***
Kristin Humphreys - ***Associate Vice President for Business Services***