



## 2009-2010 AutoPay Payment Plan

The AutoPay Payment Plan gives you the opportunity to enroll online for monthly automatic pre-payments (by e-check or credit card) to be applied toward your student account balance. This option gives you the flexibility of determining the number of monthly payments and the monthly amount based on your anticipated charges and financial aid. The monthly amount can be adjusted online as changes occur to your student account or to your particular need.

The first payment will be charged to your bank account or credit card on the 1<sup>st</sup> business day of the month following your enrollment. For example, if you enroll on March 31<sup>st</sup>, your first payment will be charged on April 1<sup>st</sup>. If you enroll on April 1<sup>st</sup>, your first payment will not be charged until May 1<sup>st</sup>. Any changes, including deactivation, must be made prior to the 1<sup>st</sup> day of the month. Changes and deactivation are made by logging into your myGCC account using the steps outlined under **Steps to Enroll Online** below. You will receive email notification any time you make changes to or deactivate the AutoPay Payment Plan.

**Regardless of the number of payments and the amounts paid, your student account balance must still be paid in full by the semester payment due date.**

Using the worksheet below, estimate your net plan amount for each semester. You will then determine the number of possible monthly payments (up to 5) for each semester depending on when you enroll. Typically, payments are made April to August for the Fall semester and September to January for the Spring semester. When you receive your actual semester bills, the amount of the August and January payments can be adjusted to cover any additional amount due for that respective semester.

Once you have calculated the number of months and the amount of the monthly payment, follow the steps to complete the enrollment online. The monthly transactions will be processed by CASHNet, our secure third party payment processor. For e-check payments, you will simply enter the banking information from the bottom of your regular check and there is no processing fee. For credit card payments, CASHNet charges a 2.75% convenience fee for processing each transaction. (The entire amount of the fee goes directly to CASHNet and does not benefit Grove City College.)

### **2009-2010 Expenses**

#### **Per Semester**

Full Time Tuition: \$6,295.00

Room and Board: \$3,412.00

Board Only: \$1,460.00

Colonial Hall (room only): \$3,300.00

*For questions, please contact the*

*Student Accounts Coordinator*

*At (724) 458-2209*

*Email: [studentaccounts@gcc.edu](mailto:studentaccounts@gcc.edu)*

## Determine your plan amount:

	<u>Fall</u>	<u>Spring</u>
Expenses:		
Tuition	_____	_____
Room and Board	_____	_____
Other Expenses	_____	_____
<b>Total Expenses</b>	_____	_____
Deductions:		
Scholarships <sup>1</sup>	_____	_____
Loans <sup>2</sup>	_____	_____
Room Deposit	_____	N/A
<b>Total Deductions</b>	_____	_____
<b>Net Plan Amount</b> \$ _____	_____	_____
<small>(Total expenses less total deductions)</small>		
Divided by # of		
Monthly Payments _____	_____	_____
<small>(Up to 5 per semester)</small>		
Monthly Payment \$ _____	_____	_____

If you wish to enroll for both semesters at once, add the Fall and Spring Columns for # of Monthly Payments together and enter that total number when enrolling online (see Steps to Enroll Online). If necessary, please remember to adjust your spring payment amount before September 1<sup>st</sup>. If you wish to enroll for each semester separately, sign up for the Fall semester now and for the Spring semester in August.

<sup>1</sup> Scholarships are split evenly over both semesters unless otherwise specified.

<sup>2</sup> Deduct any origination fees.

## Steps to Enroll Online:

- Go to: <https://my.gcc.edu> and login using your student ID and password
- Click on Financial Info Tab
- Click on My Account Balance
- Select either E-check or Credit Card for the method of payment (under “Pay Using CASHNet”)
- Click on “Click here to setup AutoPay Payments”
- Enter # of times you want to be charged (# of monthly payments)
- Enter the monthly plan amount (from worksheet)
- Enter any email addresses where you wish to receive confirmation of payments and changes
- Read and Accept the Terms and Conditions as outlined online
- Select Payment method
- Enter bank account or credit card information and submit

Once you have enrolled online, you will not need to login again unless you need to make changes or deactivate the payments. Your monthly payments will be charged to your bank account or credit card and applied to your student account on the 1<sup>st</sup> business day of each month. You can check on your payments by viewing your student account statement online using the following steps:

- Login to: <https://my.gcc.edu/ics> using your student ID and password
- Click on Financial Info Tab
- Click on Course and Fee Statement
- Click on Generate my Course and Fee Statement
- Click on View my Course and Fee Statement