



GROVE CITY COLLEGE

ESTABLISHED 1876 • PENNSYLVANIA

May 1, 2009

Dear Student and Parents,

Grove City College is excited to introduce three new cost saving initiatives beginning in the Fall Semester of 2009: paperless student account billing, electronic notice of financial aid awards, and mandatory direct deposit of student payroll. The College strives to use effective stewardship as a means to keep operating costs low, a key factor in keeping tuition charges as reasonable as possible. These changes promote operational efficiency and the preservation of natural and College resources while delivering information to students in a timely manner.

Paperless Student Account Billing

The introduction of the myGCC web portal has permitted students to have real-time access to student account information as well as make immediate account payments online. Beginning in the Fall Semester of 2009, the College will cease mailing paper statements and begin utilizing the myGCC web portal alone for all student account billing.

The initial fall semester e-bills will be ready in early July with payment being due the first business day in August (August 3rd). The spring semester e-bills will be available in early December with payment being due the first business day in January (January 4th). The e-bill is available 24 hours a day, 7 days a week from anywhere in the world and can be viewed, printed, saved as a PDF, and emailed as an attachment if you need to get a copy to someone else. Paper bills will not be mailed.

Students will receive an email to their GCC email account when the student's bill is available for viewing online. The bill can be accessed by logging into the account at <https://my.gcc.edu> using the student's ID number and PIN. Once logged in, click on the "Financial Info" tab and scroll to the "My Account Information" portlet. Click on the "My Account Balance" link, click Generate Course and Fee Statement, and then view Course and Fee Statement.

GCC email is considered an official method of communication at Grove City College. With the change to paperless, it is imperative that students check their GCC email account regularly for information from the administrative offices of the College. We strongly recommend that students always forward reminder emails to any individuals that assist them in paying their bills each semester. Students who will not have access to email during a critical time period, such as the summer, must make arrangements for someone to access the information online in their absence.

Electronic check (U.S. bank accounts only) and credit card payments are accepted over a secure web site through CASHNet, our third party payment provider. Students are encouraged to set up a Parent Pin for making payments on CASHNet. This special login does not give the parent access to all of the information stored on myGCC, however, it takes the parent directly to CASHNet. Check and money order payments will still be accepted, and can be mailed to Grove City College, Student Accounts, 100 Campus Drive, Grove City, PA 16127. Detailed payment instructions will be included in the e-billing notification email.

Please keep the enclosed brochure for future reference on accessing the e-bill on myGCC.

Those with questions about the change to paperless billing should contact Student Accounts, located on the second floor of Crawford Hall, via email at studentaccounts@gcc.edu, or call (724) 458-2209.

Electronic Notification of Financial Aid Awards

In recent years, the Grove City College Financial Aid Office has transitioned a number of elements in the financial aid process to the web. Forms such as the Grove City College Student Loan Application and Promissory note and the Grove City College Financial Aid Application can be submitted on-line which speeds up processing time and

increases efficiency. For 2009-10 the Financial Aid Office is pleased to announce the transition of another form to an electronic format.

Up until now, when students applied for financial aid of any kind (i.e. loans, grants or institution aid), the request would be processed and a paper award letter would be sent to either the student's campus mailbox or the home address. However, beginning in late spring of 2009, all award letters will be emailed to the student at his/her GCC e-mail address rather than sent via regular mail. By changing from a paper award letter to electronic award notification we are able to send information out to you more quickly and efficiently.

In addition the Financial Aid Office also has two new information portlets on myGCC under the Financial Info tab. These portlets allow you to view the status of your financial aid awards and monitor receipt of required documents.

Those with questions about the change to electronic notification of financial aid awards should contact the Financial Aid Office, located on the ground level of Crawford Hall, via email at financialaid@gcc.edu, or call (724) 458-3300.

Mandatory Direct Deposit of Student Payroll

Effective September 1, 2009, direct deposit will be mandatory for all student employees to improve cost effectiveness, security and efficiency in delivering payroll to all student employees. This measure will not only reduce operating costs of the College, another component of keeping tuition charges as low as possible, but it will also help ensure that income actually gets to the students who earned it. Unfortunately, there have been a number of uncashed paychecks that the College has been required to remit to the Commonwealth of Pennsylvania each year.

Students may choose any financial institution they have a valid checking or statement savings account set up to receive their pay via direct deposit. Once your bank account has been established with the financial institution of your choice, you may complete the Authorization for Direct Deposit in one of the following manners:

- Log into your account at <https://my.gcc.edu>. Click on the Employee tab, and scroll to the direct deposit portlet and submit the required information.
- Print the authorization form at www.gcc.edu/studentaccounts and mail it along with a voided check to Grove City College, Payroll Office, 100 Campus Drive, Grove City, PA 16127 or via intercampus mail to Payroll Office, Crawford Hall.
- Bring your banking information (such as a voided check) to the Payroll Office (Financial Services Office suite) on the second floor of Crawford Hall.

An email message will be sent to student employees each pay date notifying the employee to log into myGCC for their current pay stub. Once logged in, click the Employee Tab, click Payroll Information on the left side of the page to access the portlet. The employee will be able to view and print current as well as previous payroll information.

Students who do not voluntarily sign up for direct deposit before they return to work on campus must pick up their initial paycheck in person from the payroll office and must sign up for direct deposit at that time before the paycheck will be released.

A number of local banks offer free checking accounts to students. Students may wish to contact the banks located in Grove City to learn more about the services they offer. You should be aware that the ATM machine currently located on campus is owned and operated by Citizens Bank.

Students with questions about the direct deposit requirement should contact the Payroll Office, located on the second floor of Crawford Hall, via email at kldavis@gcc.edu, or call (724) 458-3350.

The College is excited about utilizing our existing technology to bring these cost saving programs to you. We appreciate your support and trust you will find them fast, easy and convenient!

Sincerely,

Michelle Williams
Director of Financial Services