



**Minnesota
North College**
A Member of Minnesota State

'TAKING CARE OF BUSINESS'

Helpful Tips for
Managing Your Student Account
2024-25 (20253)

PAPER INVOICES WILL NOT BE MAILED.

STUDENTS ARE RESPONSIBLE FOR VIEWING ELECTRONIC INVOICES VIA THEIR E-SERVICES ACCOUNT.

'KEY DATES' *

FALL TERM 2024

- ✓ **JULY 01, 2024** – FIRST DAY TO ENROLL IN A FALL TERM NELNET PAYMENT PLAN
- ✓ **AUGUST 30, 2024** – FALL TERM TUITION AND FEES DOWN-PAYMENT DUE OR APPROVED PAYMENT PLAN ESTABLISHED
- ✓ **AUGUST 30, 2024** – LAST DAY TO RECEIVE 100% REFUND OF TUITION AND FEES FOR STUDENTS WHO TOTALLY WITHDRAW FROM FALL TERM CREDIT COURSES
- ✓ **SEPTEMBER 3, 2024** – REGISTRATION CANCELLATIONS FOR UNPAID FALL TERM CREDIT REGISTRATIONS
- ✓ **SEPTEMBER 19, 2024** – LAST DAY TO RECEIVE PART REFUND (25%) OF TUITION AND FEES FOR STUDENTS WHO TOTALLY WITHDRAW FROM FALL TERM CREDIT COURSES.
- ✓ **SEPTEMBER 26, 2024** - LAST DAY TO ENROLL IN A FALL TERM NELNET PAYMENT PLAN
- ✓ **OCTOBER 01, 2024** – FALL TERM ACCOUNTS MUST BE PAID IN FULL
- ✓ **OCTOBER 02, 2024** – FALL TERM LATE FEES (\$50) APPLIED TO STUDENT ACCOUNTS
- ✓ **OCTOBER 02, 2024** – LATEST DATE FOR FALL TERM REGISTRATION HOLDS TO BE PLACED ON STUDENT ACCOUNTS. HOLDS MUST BE APPLIED BEFORE REGISTRATION FOR SPRING TERM BEGINS.

SPRING TERM 2025

- ✓ **NOVEMBER 1, 2024** - FIRST DAY TO ENROLL IN A SPRING TERM NELNET PAYMENT PLAN
- ✓ **JANUARY 17, 2025** – SPRING TERM TUITION AND FEES DOWN-PAYMENT DUE OR APPROVED PAYMENT PLAN ESTABLISHED
- ✓ **JANUARY 17, 2025** – LAST DAY TO RECEIVE 100% REFUND OF TUITION AND FEES FOR STUDENTS WHO TOTALLY WITHDRAW FROM SPRING TERM CREDIT COURSES
- ✓ **JANUARY 21, 2025** – REGISTRATION CANCELLATIONS FOR UNPAID SPRING TERM CREDIT REGISTRATIONS
- ✓ **FEBRUARY 10, 2025** - LAST DAY TO RECEIVE PART REFUND (25%) OF TUITION AND FEES FOR STUDENTS WHO TOTALLY WITHDRAW FROM SPRING TERM CREDIT COURSES.
- ✓ **FEBRUARY 19, 2025** - SPRING TERM ACCOUNTS MUST BE PAID IN FULL
- ✓ **FEBRUARY 20, 2025** - SPRING TERM LATE FEES (\$50) APPLIED TO STUDENT ACCOUNTS
- ✓ **FEBRUARY 20, 2025** – LATEST DATE FOR SPRING TERM REGISTRATION HOLDS TO BE PLACED ON STUDENT ACCOUNTS. HOLDS MUST BE APPLIED BEFORE REGISTRATION FOR SUMMER 2024 / FALL 2024. TERM BEGINS.
- ✓ **FEBRUARY 23, 2025** - LAST DAY TO ENROLL IN A SPRING TERM NELNET PAYMENT PLAN

**Subject to Minnesota State Colleges and Universities policy review. May result in date changes.*

'USE E-SERVICES TO:'

- ✓ **VIEW YOUR ELECTRONIC INVOICE**
- ✓ **MAKE PAYMENTS ON YOUR ACCOUNT**
- ✓ **GRANT A PARENT OR OTHER PROXY RIGHTS TO YOUR E-SERVICES ACCOUNT**
- ✓ **SIGN UP FOR DIRECT DEPOSIT**
- ✓ **UPDATE STUDENT CONTACT INFORMATION**

Access **Business Services FAQs** at
<https://minnesotanorth.edu/student-services/businessoffice/business-faq/>

for detailed steps / screens necessary to complete each of the above.

'ENROLL IN A NELNET PAYMENT PLAN'

- ✓ **TO STAY ENROLLED IN COURSES WHILE PAYING TUITION AND FEES IN AFFORDABLE MONTHLY INSTALLMENTS**
- ✓ **INTEREST FREE, FLEXIBLE PAYMENT OPTIONS, \$30 ENROLLMENT FEE, EASY TO ENROLL**

Contact **Nelnet** at 1.800.609.8056 or enroll at
<https://mycollegepaymentplan.com/>

Visit the Following for Additional Information and Detailed Guidance

<https://minnesotanorth.edu/student-services/businessoffice/>

We are excited that you have enrolled at **Minnesota North College** for **fall** and we look forward to partnering with you as you move forward in achieving your educational goals.

Please refer to the following **important information and dates** to help ensure a smooth academic journey.

- **Students are required to view accounts online as an electronic invoice in lieu of paper invoices.**
- **Verify your account status on the **Bills and Payment** page of your **e-Services** account at <https://minnesotanorth.edu/>.**
 - A green '**Go**' or '**✓**' means you've met the minimum payment criteria to stay enrolled.
 - A red '**Stop**' or '**X**' means **your registration is at risk of cancellation.**
You must take action by **Friday, August 30, 2024** at midnight.
- **Stay enrolled in your registered courses by **completing one of the following by Friday, August 30, 2024.****⁽¹⁾
 - Pay your tuition and fees in full; or
 - Pay 15% of tuition and fees due for the term or make a \$300 down payment towards tuition and fees, whichever is less (see below); or
 - Complete a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> allowing 7 business days for Minnesota North College to receive the necessary Institutional Student Information Record (ISIR); or
 - Enroll in a Nelnet tuition and fee payment plan (see below); or
 - Receive an approved deferral from Minnesota North College; or
 - Receive an approved waiver, 3rd party authorization (TAA, Veteran, DRS), or scholarship.
Supporting documentation must be on file with the Minnesota North College Business Office.
Check the college website for information on how to reach the Veterans Certifying Official.
- ⁽¹⁾ *Minnesota State Colleges and Universities Policy 5.12* <http://www.minnstate.edu/board/procedure/512p3.html>
- **Verify your class schedule and make changes to reflect your enrollment decisions.**
 - You must **drop unwanted courses by Friday, August 30, 2024** at midnight to avoid liability for tuition and fee charges. Courses dropped after this date may result in full financial obligation regardless of attendance.
 - **Do not** rely on the college to drop courses for non-attendance or non-payment.
It is your responsibility to contact your academic advisor **to drop courses.**
- **Avoid late fees and registration holds by **making full payment of your account balance by October 01, 2024.****
 - Confirm your account balance on e-Services after financial aid has been applied and pay the remaining account balance with personal funds; or
 - Enroll and remain current in a Nelnet payment plan that covers all remaining charges.
- **Late fees and holds are applied as follows:**
 - Unpaid **account balances of \$100 or more on October 02, 2024, will be subject to a \$50 late fee.**
 - Unpaid **account balances of more than \$500 on October 02, 2024,**⁽³⁾ **will be subject to registration holds.**
 - Unpaid **account balances of more than \$500 on October 02, 2024,**⁽³⁾ **will be subject to transcript holds.**
- ⁽³⁾ *Per Minnesota State Colleges and Universities Procedure 7.6.2* **holds will be placed on student accounts prior to the start of registration for the next term(s)** <https://www.minnstate.edu/board/procedure/706p2.html>.
- **Tuition and fees can be paid:**
 - Online via your e-Services account (credit card, debit card, or e-check),
 - By mail to Minnesota North College Business Office; 1515 East 25th Street; Hibbing, MN 55746.
Please write your student identification number on your check or money order and allow 5 days for processing. All payments should be processed prior to the payment deadline.
 - In person at a Minnesota North College campus Bookstore (cash, check, money order, or credit card [VISA, MasterCard, or Discover], or by calling a campus bookstore (credit card).
- **To enroll in a Nelnet payment plan:**
 - Access the following web site <http://mycollegepaymentplan.com/> and select Minnesota North College, or Call 1.800.609.8056 for assistance.
 - **Fall term payment plans** will be available, online, **beginning Saturday, July 01, 2024.**