Important Dates

**June 20**
- Enroll in the optional 10 month Automatic Payment Plan at [www.css.edu/tuitionplan.xml](http://www.css.edu/tuitionplan.xml)

**July 10**
- Waive student health insurance in Banner Web
- Apply for parking permit at [www.css.edu/Parking-Transportation.xml](http://www.css.edu/Parking-Transportation.xml)

**August 25**
- Student account fall balance due
  - **September 7**
- Fall semester begins
  - **September 25**
- Final day to waive the student health insurance in Banner Web
- Registration holds placed on student accounts with balances greater than $500.00
  - **November 1-5**
- Spring semester registration
  - **November 24-28**
- Thanksgiving break.
  - **Week of December 13**
- Spring semester schedule/bill sent to student’s CSS email account
  - **December 23**
- End of fall semester
  - **December 24-January 17**
- Christmas break
  - **January 5**
- Student account spring balance due
  - **January 18**
- Spring semester begins
  - **February 5**
- Registration holds placed on student accounts with balances greater than $500.00
  - **March 12-20**
- Spring break
  - **April 4-8**
- Fall 2011 semester registration
  - **May 12**
- Last day of spring semester

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Your Bill is Always Available

The following directions will allow you to view your Schedule/Bill through Banner Web:

- Log into Banner Web:
- Click on the Student Services & Financial Aid
- Click on the link labeled Student Account
- Click on the Statement and Payment History link
- Select the desired statement date from the drop-down menu and click View Statement
  (Be sure your Pop-Up blocker is turned off)
- A new window will open displaying the requested Schedule/Bill

Banner Web Items

These items are available for viewing and/or updating on your banner web account:

- Make ACH or Credit Card Payment
- Waive 2010-11 Student Health Insurance
- Complete Refund Release Authorization
- Registration
- Financial Aid Award Letter
- Accept Student Loans

**Note: Effective March 15 2007**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. When we process your payment as an electronic funds transfer, funds may be withdrawn from your account as soon as the same day we receive your check. You will not receive your check back.

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This brochure provides information to help you navigate the 2010-2011 academic year.

The Schedule/Bill will be sent to your St. Scholastica email account, providing you with a clear picture of your classes, charges and financial aid for each semester.
Contact Information

For questions regarding the class schedule portion of your Schedule/Bill please contact:

Registrar’s Office
(218) 723-6039
registrar@css.edu

For questions regarding the current term credits/anticipated financial aid portion of your Schedule/Bill please contact:

Financial Aid Office
(218) 723-6047
finaid@css.edu

If you have applied for loan funding or have outside scholarships that do not appear on this form, you will need to deduct that amount from the Amount Due section.

Parking Permits

A Parking permit is required for all student who are parking a car on campus. Upon registering your vehicle, a $100 charge will be added to your fall semester bill which covers the entire 2010-11 academic year.

Necessary information to register your vehicle include:
- Network ID login information
- Make of vehicle
- Model of vehicle
- Color of vehicle
- Year of vehicle
- License plate number
- State in which vehicle is licensed

Parking permits can be applied for by going to www.css.edu/Parking-Transportation.xml

Student Health Insurance

Student Health Insurance is available to all students who do not have coverage. The cost of coverage is $467.00 per semester and runs from August 2, 2010 to August 2, 2011.

Voluntary athletic coverage is available if an athlete is enrolled in the student insurance plan.

All registered students are required to either waive or enroll in the student health insurance online by September 25th.

To waive or enroll in the health insurance:
- Log into Banner Web
- Go to Personal Information
- Select Authorization/Waiver Form
- Waive or Enroll in the 2010-11 Student Health Insurance
- Follow the prompts to complete the insurance waiver

Note: The waiver will not be valid until your health insurance information is entered at https://secure.visit-aci.com/insurance/Scholastica/.

The waiver will appear as a credit to your account the next business day. Any questions should be directed to the Business Office.

Refunds of excess financial aid are processed weekly beginning the third week of each semester. Please allow 10 days for processing.

Complete the Refund Release authorization by:
- Logging into Banner Web
- Choose Personal Information
- Select Authorization/Waiver Form
- Choose Refund Release Authorization
- Select preferred option from the 3 listed

Methods of Payment

Check: Send checks to the Business Office at The College of St. Scholastica 1200 Kenwood Ave. Duluth , MN 55811

Credit Card/Electronic Check (ACH):
- Log into Banner Web
- Go to your student accounts page
- Click on Online Tuition Payment

Direct Deposit

Direct Deposit Forms are available in the Business Office, at www.css.edu/directdeposit.xml or click on the Direct Deposit Form link in the Refund Release Authorization.

Forms should be turned into the Business Office with a voided check.

Direct Deposit Forms

Useful Websites

Banner Web: Go to www.css.edu and click on BANNER Web under logins

Business Office: www.css.edu/businessoffice.xml

Financial Aid: www.css.edu/financialaid.xml

Budget Calculator: www.css.edu/budgetcalculator.xml

Apply for loans: www.css.edu/apply.xml

Auto Payment Plan: www.css.edu/tuitionplan.xml

Meal Plan Info: www.css.edu/foodservice.xml

Parking Registration:
http://www.css.edu/Parking-Transportation.xml