

## Student Employment/Payroll

### Student Employment Checklist:

- Visit Student Financial Services for employment opportunities ([go.carleton.edu/studentemployment](http://go.carleton.edu/studentemployment)).
- Complete the payroll eligibility forms with Human Resources.
  - W-4 Withholdings Exemption
  - I-9 (passport or other original identification documents required)
- Electronic W-2 Consent on **The Hub**
  - Click on **“W-2 Electronic Consent”**
- Direct Deposit Authorization on **The Hub**
  - Click on **“Payroll Direct Deposit Bank Account”**
- Recommended: Authorize all or a portion of your student payroll for direct deposit to your Student Account, on **The Hub**.
  - Click on **“Apply Work Earnings to Tuition”**
- Contact your supervisor and complete all required training.
- Enter time worked on a daily basis and submit your bi-weekly authorization with Web Time Entry on **The Hub**
  - Instructions and payroll calendar available on the Business Office Website, [apps.carleton.edu/campus/business/payroll](http://apps.carleton.edu/campus/business/payroll)

### Student Payroll Contact Information:

Jennifer Paulson	Shari Mayer
Leighton Hall 117	Leighton Hall 115
(507) 222-4283	(507) 222-4022
<a href="mailto:jpaulson@carleton.edu">jpaulson@carleton.edu</a>	<a href="mailto:smayer@carleton.edu">smayer@carleton.edu</a>

## International Students

For questions regarding U.S. tax requirements and Glacier software support, please contact:

Shari Mayer	Kara Lloyd
Leighton Hall 115	Leighton Hall 109
(507) 222-4022	(507) 222-5934
<a href="mailto:smayer@carleton.edu">smayer@carleton.edu</a>	<a href="mailto:klloyd@carleton.edu">klloyd@carleton.edu</a>

## Student Health Insurance

### Health Insurance is Required for all Students

Students must either opt-in or waive (decline) the Carleton sponsored student health insurance every year.

To opt-in or waive (decline); visit the student insurance website between June 1, 2020 and August 15, 2020 at <https://www.wellfleetstudent.com>.

**Premium \$2,166 Coverage Period 8/15/20 - 8/14/21**

### For plan inquiries contact:

[cs@wellfleetinsurance.com](mailto:cs@wellfleetinsurance.com) or 1-877-657-5030

## Tuition Refund Policy

If a student leaves due to illness during the first half of the term a 50% tuition refund is available, after that date no tuition is refunded. **Room and board refunds will be addressed by our COVID-19 emergency response procedures.**

The complete refund policy can be found at [https://apps.carleton.edu/handbook/financial/?policy\\_id=872749](https://apps.carleton.edu/handbook/financial/?policy_id=872749).

## Non-Payroll Direct Deposit Bank Account

Periodically students will be eligible to receive a payment from the College (student account refund, prize, award, etc.). All payments to students are made electronically to the US domestic bank account on record.

### How to set up a Non-Payroll Direct Deposit Bank Account

1. Students log onto **The Hub** at [thehub.carleton.edu](http://thehub.carleton.edu)
2. Click on **Non-Payroll Direct Deposit Bank Account** and enter the US domestic bank account number and 9 digit routing number.

## Financial Literacy

Carleton students have access to CashCourse, a free online resource guide geared to students, helping them learn to make smart financial decisions. Students go to <https://www.cashcourse.org> to create an account using their Carleton email.



# Carleton



## Student and Parent Guide to Student Accounts and Tuition Information 2020-2021

[apps.carleton.edu/campus/business/students](http://apps.carleton.edu/campus/business/students)

## Student Accounts Online thehub.carleton.edu

Student Account information is accessible on **The Hub** 24 hours a day; 7 days a week. **The Hub** is Carleton's secure online student portal. At **The Hub** Carleton students can:

- View, print, or download Student Account Statements
- View Financial Aid Awards
- Make a Payment
- View Work Assignments
- Set up a Direct Deposit Bank Account for Payroll
- Report Time Worked
- View Payroll Earnings History
- Grant Hub Proxy Access for Parent/Guest
- Set up a Direct Deposit Bank Account for non-payroll reimbursements
- And more...

## Hub Proxy Access

New Students will have Hub access by July 1st and can request Hub Proxy Access for parents/guests at that time. Student controlled Proxy Access allows a parent/guest the ability to access their student's Carleton account, including "Make a Payment".

### How Students grant Hub Proxy Access:

1. Log onto thehub.carleton.edu with your student login credentials.
2. Click on View/Add Proxy Access.
3. Complete the Required Information and submit.
4. Proxies receive a series of three emails from:  
businessoffice@carleton.edu  
fimservice@carleton.edu  
noreply@carleton.edu

**NOTE:** Proxies should check SPAM for the above emails. Follow the instructions in each email for your username and to create your password.

More information can be found at [apps.carleton.edu/campus/business/students/proxy-access/](https://apps.carleton.edu/campus/business/students/proxy-access/)

**For Student or Proxy technical support contact:**  
[helpdesk@carleton.edu](mailto:helpdesk@carleton.edu) or (507) 222-5999

## Comprehensive Fee 2020-2021

Students and parents/guests do not receive paper statements. The billing process is entirely electronic. It is important for parents/guests who are making payments on behalf of their students, to obtain proxy access to **The Hub** (see "Hub Proxy Access") to view statements and make payments.

Students receive an email notice 3 to 4 weeks prior to the term due dates informing them that their student account statement is available on **The Hub**.

### Standard Payment Plan

#### Fall Term: Due August 15th, 2020

Tuition	\$19,656
Room	\$ 2,665
20 Meal Plan (full board)	\$ 2,384
CSA Activity Fee	\$ 128
<b>Total Due</b>	<b>\$24,833</b>

#### Winter Term: Due December 15th, 2020

Tuition	\$19,656
Room	\$ 2,665
20 Meal Plan (full board)	\$ 2,384
CSA Activity Fee	\$ 128
<b>Total Due</b>	<b>\$24,833</b>

#### Spring Term: Due March 15th, 2021

Tuition	\$19,656
Room	\$ 2,665
20 Meal Plan (full board)	\$ 2,384
CSA Activity Fee	\$ 128
<b>Total Due</b>	<b>\$24,833</b>

**Total Fees 2020-2021** **\$74,499**

### Monthly Payment Plan

An alternative payment option is the Monthly Payment Plan offered by Cashnet, where all or part of the comprehensive fee is paid in interest free installments using US dollars through a US Bank account. This plan accepts credit card payments, although a convenience fee will apply.

**Cashnet: (877) 821-0625**  
<https://commerce.cashnet.com/carletonpay>

## Student Account Payment Options

### Online Payment:

Electronic check payment through **The Hub**.

How to "Make a Payment" on The Hub

1. Log on to The Hub at [thehub.carleton.edu](https://thehub.carleton.edu)
2. Main Page—Click on Student Finance
3. 2nd page—Click Student Finance for drop down menu—Click "Make a Payment"
4. Locate "Amount to Pay" box—Enter amount being paid
5. Choose Payment Method—Electronic Payment
6. Click on Proceed to Payment
7. Payment Review—Verify amount being paid
8. Complete Electronic Check Entry Form—Submit

### Mail check payments/529 Savings Plan checks to:

Carleton College, Business Office, One North College Street, Northfield, MN 55057

- Please include student's ID number and/or full name on the payment advice.

### Wire Transfer Payments:

Domestic and international wire transfers, please contact Student Accounts for bank information.

### Mail scholarship Checks to:

Carleton College, Student Financial Services Office, One North College Street, Northfield, MN 55057

**Note: Carleton does not accept credit/debit cards for payment on student accounts.**

## International Student Payments

Families without US domestic bank accounts may make international payments using Flywire at [www.flywire.com](https://www.flywire.com), or by international wire transfer.

## Student Account Contact Information

**Email** **studentaccounts@carleton.edu**

Candace Koen Student Accounting Manager  
[ckoen@carleton.edu](mailto:ckoen@carleton.edu) (507) 222-4165

Debra Fawcett Accounts Receivable Manager  
[dfawcett@carleton.edu](mailto:dfawcett@carleton.edu) (507) 222-4179

Brenda Schneider Administrative Assistant/Cashier  
[bschneider@carleton.edu](mailto:bschneider@carleton.edu) (507) 222-7095

**Location** **Business Office Leighton Hall**