

Student Employment/Payroll

Student Employment Checklist:

- Visit Student Financial Services for employment opportunities (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

Student Payroll Contact Information:

Jennifer Paulson	Shari Mayer
Leighton Hall 117	Leighton Hall 115
(507) 222-4283	(507) 222-4022
jpaulson@carleton.edu	smayer@carleton.edu

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
smayer@carleton.edu	klloyd@carleton.edu

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, 2021 and August 15, 2021 at <https://www.wellfleetstudent.com>.

Premium \$2,296 Coverage Period 8/15/21 - 8/14/22

For plan inquiries contact:

cs@wellfleetinsurance.com or 1-877-657-5030

Refund Policy

The complete refund policy can be found in Carleton's Student Handbook located at 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
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 Family Guide to Student Accounts and Tuition Information 2021-2022

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/

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

Comprehensive Fee 2021-2022

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, 2021

Tuition	\$19,950
Room	\$ 2,705
20 Meal Plan (full board)	\$ 2,420
CSA Activity Fee	\$ 125
Total Due	\$25,200

Winter Term: Due December 15th, 2021

Tuition	\$19,950
Room	\$ 2,705
20 Meal Plan (full board)	\$ 2,420
CSA Activity Fee	\$ 125
Total Due	\$25,200

Spring Term: Due March 15th, 2022

Tuition	\$19,950
Room	\$ 2,705
20 Meal Plan (full board)	\$ 2,420
CSA Activity Fee	\$ 125
Total Due	\$25,200

Total Fees 2021-2022 **\$75,600**

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
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, or by international wire transfer.

Student Account Contact Information

Email	studentaccounts@carleton.edu
Candace Koen ckoen@carleton.edu	Student Accounting Manager (507) 222-4165
Debra Fawcett dfawcett@carleton.edu	Accounts Receivable Manager (507) 222-4179