**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](https://thehub.carleton.edu)
  - Click on “W-2 Electronic Consent”
- Direct Deposit Authorization on [The Hub](https://thehub.carleton.edu)
  - 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](https://thehub.carleton.edu).
  - 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](https://thehub.carleton.edu)
  - 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  
Leighton Hall 117  
(507) 222-4283  
jpaulson@carleton.edu

Shari Mayer  
Leighton Hall 115  
(507) 222-4022  
smayer@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](http://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](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](https://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.

**International Students**

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

Shari Mayer  
Leighton Hall 115  
(507) 222-4022  
smayer@carleton.edu

Kara Lloyd  
Leighton Hall 109  
(507) 222-5934  
klloyd@carleton.edu

**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](https://www.cashcourse.org) to create an account using their Carleton email.
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Due Date</th>
<th>Tuition</th>
<th>Room</th>
<th>20 Meal Plan (full board)</th>
<th>CSA Activity Fee</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>August 15th, 2021</td>
<td>$19,950</td>
<td>$2,705</td>
<td>$2,420</td>
<td>$125</td>
<td>$25,200</td>
</tr>
<tr>
<td>Winter Term</td>
<td>December 15th, 2021</td>
<td>$19,950</td>
<td>$2,705</td>
<td>$2,420</td>
<td>$125</td>
<td>$25,200</td>
</tr>
<tr>
<td>Spring Term</td>
<td>March 15th, 2022</td>
<td>$19,950</td>
<td>$2,705</td>
<td>$2,420</td>
<td>$125</td>
<td>$25,200</td>
</tr>
</tbody>
</table>

Total Fees 2021-2022: $75,600

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

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candace Koen</td>
<td>(507) 222-4165</td>
</tr>
<tr>
<td><a href="mailto:studentaccounts@carleton.edu">studentaccounts@carleton.edu</a></td>
<td></td>
</tr>
<tr>
<td>Debra Fawcett</td>
<td>(507) 222-4179</td>
</tr>
<tr>
<td><a href="mailto:dkfawcett@carleton.edu">dkfawcett@carleton.edu</a></td>
<td></td>
</tr>
</tbody>
</table>