



HOOD COLLEGE E-BILLING & PAYMENT PLAN INFORMATION

HOOD COLLEGE OFFERS 3, 4 AND 5 MONTH TUITION PAYMENT PLANS.
PAYMENT PLANS ARE AVAILABLE FOR FALL AND SPRING SEMESTERS.

ENROLLMENT IS FAST, EASY, AND AVAILABLE ONLINE!



WHICH OFFICE DO I NEED TO CONTACT FOR:

The Accounting Office is the hub to other offices around campus. Information from different departments gets fed to accounting, which in turn, creates your billing statement. Below you will find who you should contact based on the services that you may need.

Meal plan changes, Housing Changes, Room and Board Assignments – Residence Life
(301)696-3577 or residencelife@hood.edu

Registration, Grades, Transcripts: Registrar
(301)696-3617 or registrar@hood.edu

Adding Blazer Bucks: Coblantz Dining Hall (301)696-3986

FAFSA, Financial aid awards (Loans, grants, scholarships, VA Benefits, Reducing or increasing loan options,
(posted or not posted to your student account) Work Study:
Financial Aid (301)696-3411 or finaid@hood.edu

Payment plan, payments, pricing information, 1098T information – Accounting Office
(301)696-3607 or accounting@hood.edu

ACCESSING THE E-BILLING SYSTEM

- ONCE THE STUDENT REGISTERS FOR CLASSES, A BILL/STATEMENT WILL BE CREATED AND SENT TO SELF-SERVICE THE NEXT BUSINESS DAY
- STUDENTS WILL BE NOTIFIED VIA THEIR HOOD COLLEGE EMAIL WHEN A NEW BILL HAS BEEN PUBLISHED, AND IS READY FOR VIEWING
- STUDENTS MUST ASSIGN A PARENT PIN FOR ANY PERSON WHO WISHES TO MAKE A PAYMENT, OR SIGN UP FOR THE PAYMENT PLAN ON BEHALF OF THE STUDENT. PARENT PINS CAN BE SET UP IN THE STUDENT'S SELF-SERVICE
- PARENT PIN ASSIGNMENT ALLOWS ACCESS TO BILLING INFORMATION ONLY. ACCESS TO GRADES, FINANCIAL AID, OR ANY OTHER STUDENT INFORMATION IS GRANTED ONLY TO THE STUDENT
- IT IS EXTREMELY IMPERATIVE THAT STUDENTS CHECK THEIR HOOD COLLEGE EMAIL ACCOUNT REGULARLY
- ACCOUNTING AND FINANCIAL AID ARE SEPARATE ENTITIES, SO THERE WILL BE DELAYS WITH TIMING OF POSTING TUITION AND RELATED EXPENSES, AND FINANCIAL AID AWARDS

OUR WEBSITE ADDRESS: WWW.HOOD.EDU

Once the student has assigned you a Parent PIN, please scroll to the bottom of the page for Parent Login



401 Rosemont Ave. Frederick, MD 21701

301-663-3131

[Campus Map](#)

[Discover Hood](#) [Academics](#) [Student Life](#) [Hood Community](#)

[Admission & Aid](#)

[About the College](#)

Through an integration of the liberal arts and the professions, Hood College provides an education that empowers students to use their hearts, minds and hands to meet personal, professional and global challenges and to lead purposeful lives of responsibility, leadership, service and civic engagement.

[Offices & Services](#)

[Library and Learning Commons](#)

[News](#)

[Campus Events](#)

[Athletics](#)

[Bookstore](#)

[Directory](#)

[Work at Hood](#)

[Consumer Information](#)

[Pay my Bill](#)

PARENT PIN/SELF-SERVICE LOG-IN

Online Payments

Please Note: All **tuition** payments by students must now be made using [Self Service](#). To make a tuition payment, please log into Self Service then click on the "Make a Payment" link on the "Finances" tab. Payments other than tuition can still be made using this site.

For parents and others making a tuition payment on behalf of a student, please use the following link once your student has set up your PIN: <https://commerce.cashnet.com/hoodpay>

If paying with a credit card you may pay online or in person. Visa, MasterCard and Discover credit cards will be accepted for online payment. Please note only Visa and MasterCard will be accepted if paying in person. The Accounting Office can be reached at (301) 696-3607.

Credit Cards Accepted:

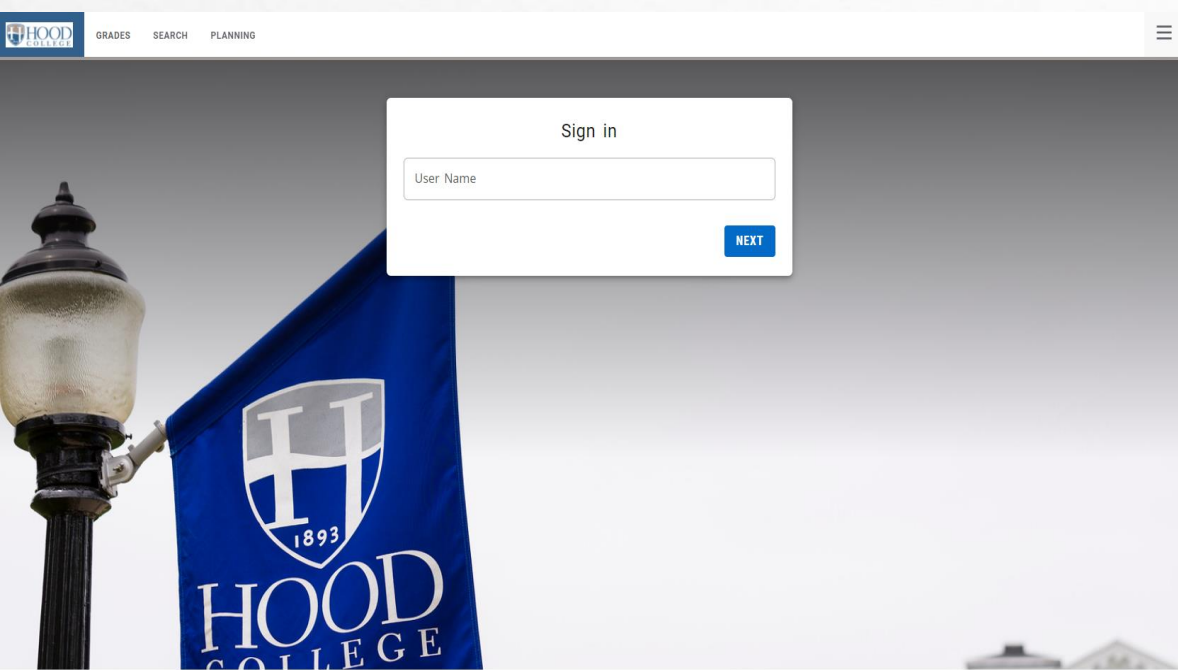


Select transaction type ▼

Next Step

← **Self-Service Log-in for Students**

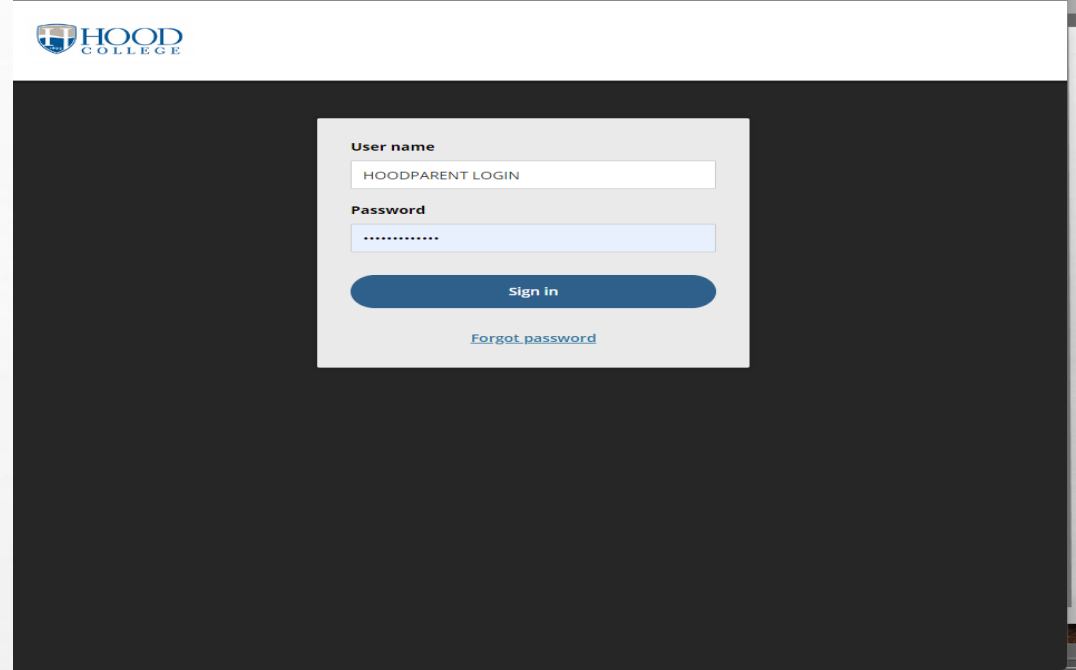
← **Parent PIN Log-in**



Student Self-service login

Username is your Hood College email address

VS.



PARENT Log-in

Your username and password is sent to your email from the student – **You must be assigned a Parent PIN in order to gain access to billing information, make payments, sign up for the payment plan, and receive statements.**

Today's Overview



Beacon Quick Alert

We rely on you to ensure that our students receive the attention they require to remain successful.

1 of 1 [Campus Labs Beacon Notation](#)

Your Calendar

| March 2023 | | | | | | |
|------------|----|----|-----------|----|----|----|
| SU | MO | TU | WE | TH | FR | SA |
| 26 | 27 | 28 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

Wednesday, March 15, 2023

- Student Self-Service:**
 From the **FINANCES** drop-down, click on **Financial Aid** to view your financial aid information
- Click on **Account Overview** to be taken to your student account portal, which has your statements, balance, payment plan information, and Parent PIN set-up

SELF-SERVICE - PARENT PIN SET-UP

IMPORTANT INFORMATION:

IN ORDER FOR PARENTS/PAYERS TO HAVE ACCESS TO BILLING INFORMATION, AND RECEIVE STATEMENTS OF ACCOUNT/MAKE PAYMENTS/SET UP A PAYMENT PLAN, **THE STUDENT MUST ASSIGN YOU A PIN.**

PLEASE HAVE YOUR STUDENT SET UP A PIN AS **EARLY AS POSSIBLE!**

SELF-SERVICE

Once the student is logged in to self-service, scroll down to find
The Parent PIN option



Shawney Ander...

Overview

Activity Details

Make a Payment

Payments

Statements

Sign Out

Payment plans



Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

← **Payment plan set-up**

Parent PIN Set-up →



Do you want help paying?

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Send a payer invitation](#)

Featured items

[View all](#)

[Make a payment](#)



401 Rosemont Avenue
Frederick, MD 21701
Tuition & Fees - (301) 696-3607
Scholarships & Loans - (301) 696-3411

PAYMENT SUMMARY

| | |
|--------------------------|-------------------|
| Statement Date: | 06/20/2019 |
| Student ID: | P000342709 |
| Previous Balance: | \$0.00 |
| Current Balance: | \$2,470.00 |
| Due Date: | 06/20/2019 |
| TOTAL AMOUNT DUE: | \$2,470.00 |

Shawney Anderson

Hood College
401 Rosemont Ave.
Frederick, MD 21701

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

| DATE | STATEMENT ACTIVITY | CHARGE | CREDIT |
|------------|---|-------------|-------------|
| 06/20/2019 | Fall 2019 - Tuition Undergraduate FT | \$20,230.00 | |
| 06/20/2019 | Fall 2019 - Comprehensive FT Undergrad Fee | \$300.00 | |
| 06/20/2019 | Fall 2019 - Room - Shared | \$3,300.00 | |
| 06/20/2019 | Fall 2019 - Meal Plan - All Access | \$3,140.00 | |
| 06/20/2019 | Fall 2019 - Trailblazer Scholarship | | \$6,000.00 |
| 06/20/2019 | Fall 2019 - Federal Direct Parent PLUS Loan | | \$18,500.00 |

TOTAL AMOUNT DUE: \$2,470.00

IMPORTANT INFORMATION

Please contact accounting@hood.edu for assistance.

SELF-SERVICE

Parent PIN Set-up



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IMPORTANT INFORMATION

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Payment plans

Fill out this form to set-up access for parents, or another person to receive statements, and make payments on your behalf

View payment plan options

Do you want help paying?

Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

Featured items

Overview Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Message to payer

Maximum 250 characters

Cancel

Send invitation

SELF-SERVICE - MAKING A PAYMENT

SELF-SERVICE - MAKING A PAYMENT

From the overview page, you can view account activity, payment plans, set up a parent PIN, and view statements. Click on make a payment.

My Account

Sa My Account

Shawney Anderson
Hood College

Balance \$615

Summary [View statements](#)

| | |
|-----------------------|----------|
| Balance (2021 Spring) | \$615.00 |
| Balance | \$615.00 |

[View activity details](#)

Payment plans [View](#)

Make a Payment

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Sign Out

Need to enroll in a payment plan?
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

Make a payment

How much would you like to pay?

Balance (2021 Spring)

Amount

\$615.00

Balance \$615

Would you like to pay for something else?

Available items

Advance Payment - Spring 2021

[View details](#)

* Indicates required field

Cancel Continue

To change the amount that you would like to pay (partial payments), click on the 'x' in the circle to remove the auto-populated amount, and enter the amount you want to pay. If you have more than one item listed, and only want to pay for one, simply remove the amounts from all items that you are not paying to display "\$0.00" for those items, then click continue at the bottom of the page.

SELF-SERVICE - MAKING A PAYMENT



PAY BY CHECK ONLINE – AVOID PROCESSING FEES!

If you are using a debit card, and would like to avoid the credit card fee, simply use the 'New Bank Account' option from the drop down. Enter your bank routing number and account number to process your payment as an electronic check/ACH. There is **NO FEE** for this service. A credit or debit card will have a 2.75% processing fee that is charged by the card processor, and is non-refundable, and non-negotiable.

How would you like to pay?

Payment amount
\$615

* Payment method

Select...
New credit or debit card
New bank account
Foreign currency

YOUR NAME 1234 Main Street Anywhere, OH 00000 123

EXAMPLE: DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

SELF-SERVICE - PAYMENT PLANS

SELF-SERVICE - PAYMENT PLANS

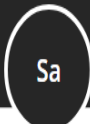


Overview

Shawney Ander...

Shawney Anderson

Hood College



Overview

Activity Details

Make a Payment

Payments

Statements

Sign Out

Summary



Scroll down for the payment plan

Nothing is due! Woohoo!



Notifications

Because financial aid and accounting are separate entities, your financial aid award(s) may not be reflected on your first statement of account. **Please allow 7-10 business days from your first bill for your aid to post.**

If you find that your financial aid (scholarships, grants, loans, employee benefit) has not been posted, please contact the financial aid office: (301)696-3411 or email finaid@hood.edu.

Housing/M meal Plan questions:
Residence Life - (301)696-3577
residencelife@hood.edu

Tuition, payment plan, late fee, and payment questions: Accounting - (301)696-3607 accounting@hood.edu



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TOTAL AMOUNT DUE: \$2,470.00

IMPORTANT INFORMATION

Please contact accounting@hood.edu for assistance.

SELF-SERVICE - PAYMENT PLANS

Important Message:

The payment plan becomes available prior to being billed for the semester. You can estimate your charges by totaling your charges and deducting your financial aid that has been awarded. Tuition rates are posted online at: <https://www.hood.edu/offices-services/accounting-services>.

Please refer to your financial aid award letter, or check your self-service for your financial aid amount here:

[Self-Service](#)

Click on Finances, then Financial Aid.

Payment plans are administered by semester, not by the year. This means you will need to sign up for the fall, and again in the spring. If estimating your charges, you can adjust your plan at any time after receiving your invoice. It will not adjust automatically. You can do this by editing the amount in your self-service. If you receive additional financial aid, add or drop a class, or an additional payment has been posted, please adjust your plan to match the amount that is due.

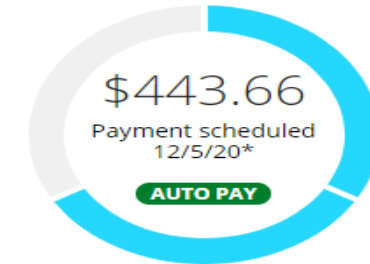
If you do not make the necessary adjustments to your plan, the amount due that is displayed in self-service will be incorrect.

Payment Plans

Payment Plans

2020 FALL

Fall 2020 - 3 Payment Plan



Paid \$887.34 | Remaining \$443.66

Payment Schedule

[Edit amount](#)

| | |
|---|--|
| ✓ | \$443.67 Payment received |
| ✓ | \$443.67 Payment received |
| 3 | \$443.66 Payment scheduled 12/5/20* |

*Service charge will apply to scheduled payment. View the [auto pay schedule](#) for service charge details.

You have successfully set up auto

Make a payment

SELF-SERVICE

Click the arrow to scroll through the options



Place your cursor in the box, delete the \$1.00, and enter the amount of your payment plan here



Overview

Payment Plans

Option 1 of 3 →

2020 Spring
SPRING 3 Pay

Choose your plan amount

3 payments | \$35 enrollment fee

* Plan amount

Minimum \$1 | Maximum \$100,000

Payment Schedule

| | | |
|---|--------|--------------------|
| 1 | \$0.33 | Payment due 2/5/20 |
| 2 | \$0.33 | |

Cancel Enroll in plan

← Option 3 of 3

5 payments | \$35 enrollment fee

* Plan amount

Minimum \$1 | Maximum \$100,000

Payment Schedule

| | | |
|---|-------|---------------------|
| 1 | \$500 | Payment due 12/5/19 |
| 2 | \$500 | Payment due 1/5/20 |
| 3 | \$500 | Payment due 2/5/20 |
| 4 | \$500 | Payment due 3/5/20 |
| 5 | \$500 | Payment due 4/5/20 |

Auto pay available: If you set up auto pay, all

Cancel Enroll in plan

EXAMPLE - 5-MONTH

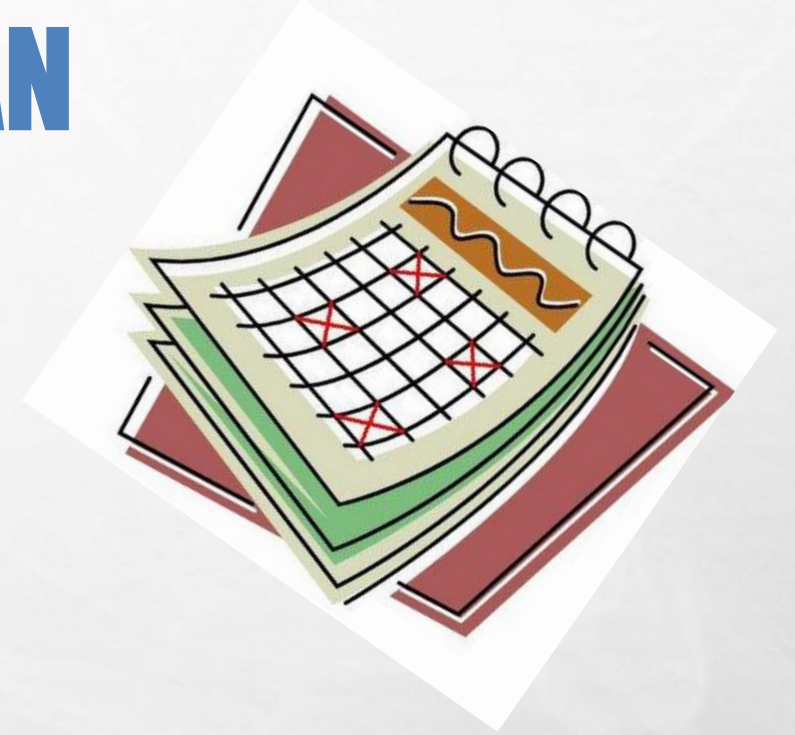
HOOD COLLEGE PAYMENT PLAN ENROLLMENT DATES

FALL SEMESTER PAYMENT PLAN ENROLLMENT DATES

- MAY 15TH – JULY 31ST FOR THE 5 MONTH PLAN
- MAY 15TH – AUGUST 31ST FOR THE 4 MONTH PLAN
- MAY 15TH - AUGUST 31ST FOR THE 3 MONTH PLAN

SPRING SEMESTER PAYMENT PLAN ENROLLMENT DATES:

- OCTOBER 15TH – DECEMBER 31ST FOR THE 5 MONTH PLAN
- OCTOBER 15TH – JANUARY 31ST FOR THE 4 MONTH PLAN
- OCTOBER 15TH – JANUARY 31ST FOR THE 3 MONTH PLAN
- PLEASE MAKE SURE THAT YOUR STUDENT(S) CHECK THEIR **HOOD COLLEGE EMAIL REGULARLY**. ACCOUNTING WILL SEND AN EMAIL TO STUDENTS ALERTING THEM TO THE AVAILABILITY OF THE PAYMENT PLAN, ALONG WITH INSTRUCTIONS.
- IF YOU HAVE QUESTIONS OR NEED HELP WITH YOUR PAYMENT PLAN EMAIL ACCOUNTING@HOOD.EDU OR CALL (301)696-3607





ADDITIONAL INFO:

- There is non-refundable \$35 enrollment fee per semester
- **There is a 2.85% processing fee for credit cards**
- **International Card payments have a 4.25% service fee**
- **THERE IS NO FEE FOR ACH/E-CHECK processing!**
- \$25 returned payment fee will be assessed if payment is returned; \$10.00 late fee assessed if autopay(optional) is not selected, and your payment is missed (**this late fee is assessed by Higher One Inc. d/b/a CASHNet, and is separate from Hood College late fee policy**).
- The student account gets credited as payments are made, reducing the amount owed.
- Payments are processed on the 5th of each month, and will continue until the balance is paid in full
- Auto payment is not mandatory; you will need to opt-in for automatic deductions
- Sign up now based on your estimated balance, and adjust if necessary after receiving your statement that reflects all financial aid that has been awarded
- Payment plans are not automatically adjusted for any reason (i.e. scholarship or payment received, dropping of classes) ***You will need to adjust your plan accordingly for any changes made to the student account***
- **Please note:** You can make your payments in cash, check, or credit in the accounting office -**you'll need to alert us that your payment is for the payment plan, so that we can mark your payment accordingly, and apply it to the payment plan.**
- If your payment plan does not cover the total remaining balance, you will accrue late fees on the residual balance at a monthly rate of 2%.

STUDENT REFUNDS

- **IF THERE IS A CREDIT BALANCE ON THE STUDENT'S ACCOUNT AND A REFUND IS APPROVED, IT WILL BE ISSUED ON THE FIRST DAY OF CLASSES.**
- **REFUNDS ARE PROCESSED ONCE WEEKLY, THROUGHOUT THE SEMESTER. ANY ADDITIONAL REFUNDS ARE ALWAYS AVAILABLE ON FRIDAYS GOING FORWARD. ANY RESIDUAL AMOUNT ON THE STUDENT ACCOUNT GETS ISSUED TO THE STUDENT, UNLESS ACCOUNTING IS NOTIFIED IN WRITING, BY THE STUDENT.**
- **STUDENTS USUALLY USE THESE FUNDS FOR BOOKS, LIVING EXPENSES, ETC. ACCOUNTING DOES NOT RELEASE REFUNDS ANY EARLIER THAN THE FIRST DAY OF CLASSES**
- **STUDENTS WILL RECEIVE AN EMAIL WITH INFORMATION CONCERNING THEIR REFUND ONCE IT HAS BEEN PROCESSED.**
- **PARENTS WHO APPLY FOR A PARENT PLUS LOAN WILL NEED TO INDICATE WHO IS TO RECEIVE THE RESIDUAL AMOUNT: THE BORROWER, OR STUDENT – IF THE BORROWER WOULD LIKE THE RESIDUAL, IT WILL BE MAILED ON THE FIRST DAY OF CLASSES, OR THE FRIDAY OF THE WEEK THAT THE AID WAS POSTED.**
- **WE STRONGLY SUGGEST THAT STUDENTS REDUCE THEIR LOAN(S) IF LIVING EXPENSES ARE NOT NEEDED AND A CREDIT BALANCE EXISTS, OR HOLD THE CREDIT BALANCE FOR FUTURE SEMESTERS.**

IMPORTANT DATES & CONTACT INFORMATION

- BILL PUBLISHING DATES: ON OR ABOUT JULY 3RD FOR FALL, ON OR ABOUT DECEMBER 1ST FOR SPRING
- TUITION DUE DATES: AUGUST 15TH FOR FALL, JANUARY 15TH FOR SPRING

PAYMENT PLAN LAST DAYS TO ENROLL FOR FALL:

- JULY 31ST 5-MONTH PLAN
- AUGUST 31ST 4-MONTH PLAN
- AUGUST 31ST 3-MONTH PLAN

PAYMENT PLAN LAST DAYS TO ENROLL FOR SPRING:

- DECEMBER 31ST 5-MONTH PLAN
- JANUARY 31ST 4-MONTH PLAN
- JANUARY 31ST 3-MONTH PLAN

[HTTPS://SELFSERVICE.HOOD.EDU/SELFSERVICE/HOME.ASPX](https://selfservice.hood.edu/selfservice/home.aspx)

[WWW.HOOD.EDU/PAYMYBILL](http://www.hood.edu/paymybill)

[HTTPS://COMMERCE.CASHNET.COM/HOODPAY](https://commerce.cashnet.com/hoodpay)

CASHNET CUSTOMER SERVICE: 1-800-339-8131

ACCOUNTING@HOOD.EDU (301)696-3607