



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 SHOULD I CONTACT?

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: Coblentz Dining Hall (301)696-3986

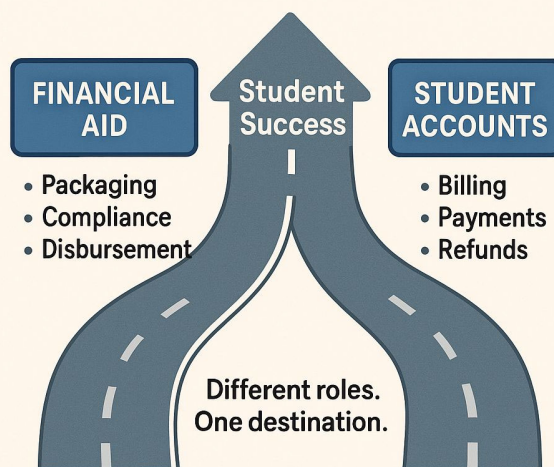
FAFSA, Financial aid awards (Loans, grants, scholarships, VA Benefits, Reducing or increasing loan options, (posted or not posted to your student account) Work Study:
Financial Aid (301)696-3411 or finaid@hood.edu

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

FINANCIAL AID VS. ACCOUNTING

Award Packaging
Loans,
Scholarships,
Grants
VA Benefits
Aid Disbursements
Compliance

Financial Aid & Student Accounts Are Interdependent... But Let's Talk About Why



KCRINZIONE

Student Billing
Tuition Payments
Student Refunds
1098-T tax forms
Payment Plans

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 UNLESS A FERPA FORM THAT GRANTS ACCESS TO THE PARENT IS ON FILE.
- THE FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT) FORM WILL NEED TO BE SUBMITTED FOR EACH OFFICE. ACCOUNTING SPECIFICALLY WILL NEED THIS FORM TO DISCUSS THE STUDENT'S ACCOUNT WITH ANYONE OTHER THAN THE ACCOUNT HOLDER.
- IT IS EXTREMELY IMPERATIVE THAT STUDENTS CHECK THEIR HOOD COLLEGE EMAIL ACCOUNT REGULARLY



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

**YOUR FUTURE
IS WORTH IT**



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 Directory

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 "Finances" tab, click on "Account Overview" option, and click the "Make a Payment" button on the bottom of the page. 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:



Payment Option: * Tuition, Fees, & Fines (in Self-Service) ▼

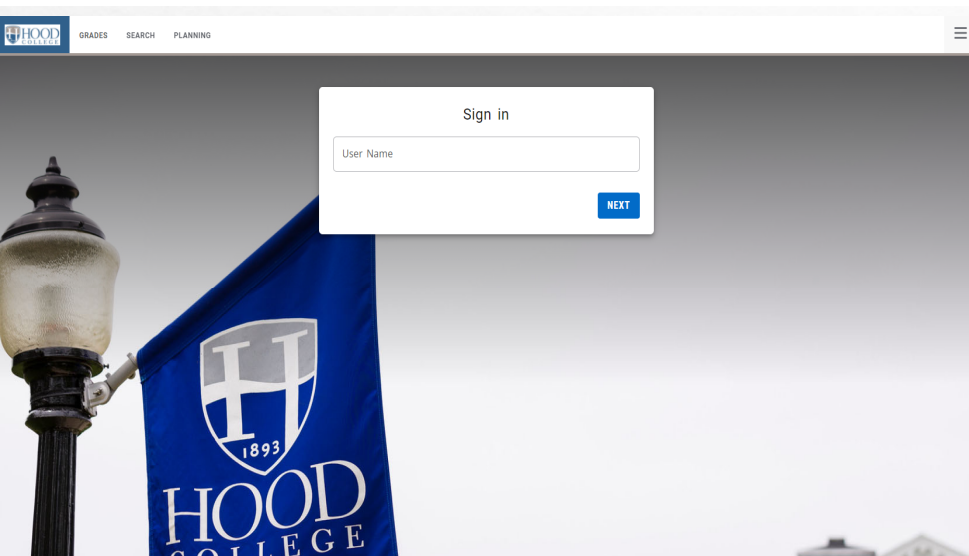
Tuition, Fees, & Fines (in Self-Service)

Other Payment Options:

Self-Service Log-in for Students

Parent PIN Log-in

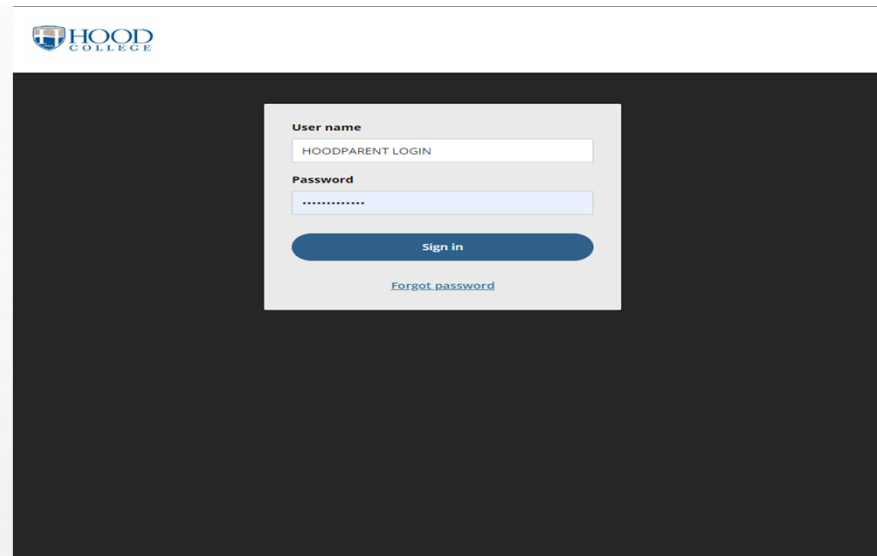
Choose Tuition, Fees, & Fines (in Self-Service) from the drop-down



Student Self-service login

Username is your Hood College email address

VS.



PARENT Log-in

Username and password sent to your email from the student



Today's Overview

- **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**

Your Calendar

< March 2026 >						
SU	MO	TU	WE	TH	FR	SA
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				

Thursday, March 5, 2026



There are no calendar events for this day

FROM THE REGISTRAR

Please note the following deadlines:

Drop/add period ends: January 29th

Undergraduate and graduate course withdrawal deadline: April 24th

Undergraduate incomplete request deadline: May 4th

Graduate incomplete request deadline: May 8th

SELF-SERVICE - PARENT PIN SET-UP

SELF-SERVICE



Shauwny 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](#)

Once logged in to self-service, from the overview page, scroll down to find the PIN SETUP



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

Shauwny 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



Shawwney Ander...

Overview

Activity Details

Make a Payment

Payments

Statements

Sign Out

Payment plans



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

and can help you spread out payments on your education expenses.

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

401 Rosemont Avenue
Frederick, MD 21701
Tuition & Fees - (301) 696-3607
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401 Rosemont Ave.
Frederick, MD 21701

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IMPORTANT INFORMATION

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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.

Sa My Account

Overview

Activity Details

Payment Plans

Make a Payment

Transactions

Statements

Sign Out

SaShauwney Anderson
Hood College

Balance
\$615

Summary

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

View activity details

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

Make a payment

How much would you like to pay?

Balance (2021 Spring)

Amount

\$615.00

Balance \$615

Available items

Advance payment - SPRING, FALL, SUMMER, OR WINTER

View details

For advanced payments, or to pay for Summer and/or Winter. If paying for summer or winter, after making your payment, please contact accounting at accounting@hood.edu so that we can be sure that your payment is posted to the correct semester. Thank you

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

EXAMPLE:

123
DATE _____

PAY TO THE
ORDER OF _____

\$

_____, DOLLARS

0044072324

**ROUTING
NUMBER**

000123456789

**ACCOUNT
NUMBER**

123

**CHECK
NUMBER**

SELF-SERVICE - PAYMENT PLANS

SELF-SERVICE - PAYMENT PLANS



Overview

Shauwny Ander...

Overview

Activity Details

Make a Payment

Payments

Statements

Sign Out

Sa

Shauwny Anderson
Hood College

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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Frederick, MD 21701
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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:

- OPEN ENROLLMENT – FALL SEMESTER: JULY 8TH
- OPEN ENROLLMENT – SPRING: NOVEMBER 25TH

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.

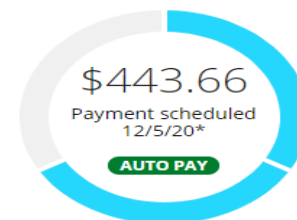
If you do not make the necessary adjustments to your plan, the amount due that is displayed in self-service will be incorrect.

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



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](#)



Do you want to enroll in a payment plan? You'll need to have access to your account!

[Send a payer invitation](#)

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

\$1.00

Minimum \$1 | Maximum \$100,000

Payment Schedule

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

[Cancel](#) [Enroll in plan](#)

Click the arrow to scroll through the options



Option 3 of 3

5 payments | \$35 enrollment fee

* Plan amount

\$2,500.00

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

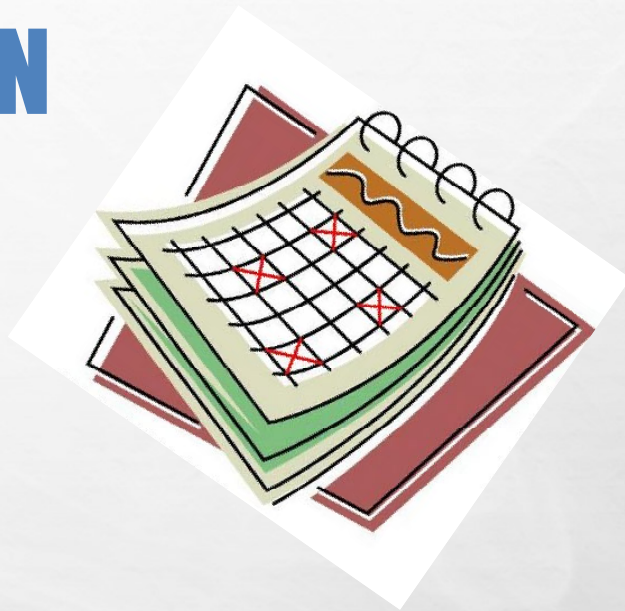
HOOD COLLEGE PAYMENT PLAN ENROLLMENT DATES

FALL SEMESTER PAYMENT PLAN ENROLLMENT DATES

- 5-MONTH: JULY 8TH – JULY 31ST (PAYMENTS DEDUCTED ON THE 5TH, AUGUST THROUGH DECEMBER)
- 4 MONTH: JULY 8TH – AUGUST 31ST (PAYMENTS DEDUCTED ON THE 5TH, SEPTEMBER THROUGH DECEMBER)
- 3 MONTH: JULY 8TH – AUGUST 31ST (PAYMENTS DEDUCTED ON THE 5TH, SEPTEMBER THROUGH NOVEMBER)

SPRING SEMESTER PAYMENT PLAN ENROLLMENT DATES:

- 5- MONTH NOVEMBER 25TH DECEMBER 31ST (PAYMENTS DEDUCTED ON THE 5TH, JANUARY THROUGH MAY)
- 4 MONTH: NOVEMBER 25TH – JANUARY 31ST (PAYMENTS DEDUCTED ON THE 5TH, FEBRUARY THROUGH MAY)
- 3 MONTH: NOVEMBER 25TH – JANUARY 31ST (PAYMENTS DEDUCTED ON THE 5TH, FEBRUARY THROUGH APRIL)
- 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 2.75% processing fee for credit cards**
- **THERE IS NO FEE FOR ACH/E-CHECK processing!**
- \$25 insufficient funds/returned payment fee will be assessed if payment is returned; \$10.00 late fee assessed if payment is not received within 15 days of the due date (**this late fee is assessed by Transact/Illumia and is separate from Hood College's 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 your payment plan is completed.
- Auto payment is not mandatory; you will need to opt-in for automatic deductions
- If all of your financial aid is not posted, sign up and estimate your balance using your financial aid award letter, 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 by check, money order, cashier's check in the accounting office NO CREDIT CARD OR CASH PAYMENTS IN PERSON – **please let us know 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 WEEKLY, THROUGHOUT THE SEMESTER AND MADE AVAILABLE ON FRIDAY. ANY RESIDUAL AMOUNT ON THE STUDENT ACCOUNT GETS ISSUED TO THE STUDENT, EXCEPT FOR PARENT PLUS LOANS INDICATING OTHERWISE.
- 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.

IMPORTANT DATES & CONTACT INFORMATION

- BILL PUBLISHING DATES: THE FIRST WEEK OF JULY FOR FALL, & FIRST WEEK OF DECEMBER 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

- SELF SERVICE: [HTTPS://SELFSERVICE.HOOD.EDU/SELFSERVICE/HOME.ASPX](https://selfservice.hood.edu/selfservice/home.aspx)
- PARENT PIN LOGIN: [HTTPS://COMMERCE.CASHNET.COM/HOODPAY](https://commerce.cashnet.com/hoodpay)

TRANSACT/ILLUMIA CUSTOMER SERVICE: 1-800-339-8131 (PAYMENT PLAN ADMINISTER)

ACCOUNTING OFFICE CONTACT INFO: ACCOUNTING@HOOD.EDU (301)696-3607