



View and Pay Your Billing Statement in Nelnet

Muhlenberg College partners with Nelnet Campus Commerce to provide online access to obtain the semester's tuition statement, enroll in a semester based 5-month payment plan for the Fall and Spring semesters, and online payment options. Once a Nelnet account is created it is available 24/7.

Students can access, interact with, and pay their bill via their Nelnet account. The easiest way to know what amount you need to pay for the academic period (semester) is to access OneLogin, and click on the Nelnet Campus Commerce tile.

- Nelnet will prompt first-time users with on-screen instructions on how to register their account. Once students have registered they will not need to do so again.
- **To add Authorized Payers:** Students can grant third-party individuals (e.g., parents, guardians, etc.) access to view their balance, submit payments, and set up payment plans. You can start this process by clicking on "Add Authorized Party" in the lower right hand corner of the student profile page and follow the prompts. This will give authorized parties direct access to see statements and pay bills.

In Nelnet, Students and Authorized parties can access information by clicking on the following areas....

- **View Details:** Students can view their payment plan schedule and filter through transactions, balances, and payments.
- **Current Balance:** Your balance will be displayed on your home screen; the balance will take into account charges less any anticipated payments which includes your financial aid. This can be accepted or pending financial aid so be sure to complete all required financial aid documents before the FAFSA due date.
- **Transaction Details:** Students can view tuition and fees, pending/applied financial aid, and processed payments. Details are shown for all terms by default but can be filtered for specific terms. Just click on the hyperlink next to the Make a Payment box. Print a copy of the statement by clicking the print icon in the upper right hand corner of the screen.
- **Make a Payment:** Students can pay via credit/debit or a US bank account (ACH Payment). (Credit/debit card payments incur a service fee which is not obtained by the College.)
- **Set up a Payment Plan:** Students and authorized third-party members can set up a payment plan for an amount equal to or less than their total bill. Please keep in mind that plans do not adjust automatically, if a change is made to the statement after the initial set up. A \$45 startup fee is required through Nelnet per semester. Payment plans begin in July for the Fall semester and December for the Spring semester with 5 payments offered each semester when started at the beginning of the semester. For online support contact Nelnet directly at 1-800-609-8056.



Semester Billing Information

The Fall and Spring semester tuition statements will be available to view on Nelnet about 3-4 weeks before the established due date. A notification in Workday, and an email from CampusESP will be sent out when the initial semester statement is available to view. ***Please keep in mind that we do not send paper copies by mail.** It is highly recommended that Authorized Payers, as well as students access their Nelnet account to view their tuition statement periodically throughout the semester. This will ensure that all parties have seen the most up to date information and are aware of any changes that may affect the tuition statement.

Tuition Due Dates

Fall 2024 Semester Tuition Due Date - August 9, 2024

Spring 2025 Semester Tuition Due Date - January 9, 2025

Reminder: Please accept any aid offer and have your Federal and/or private loans secured before the tuition due date. *Payments coming from a 529 plan, please request the funds at least 7-10 days before the billing due date. Payments should be sent to Muhlenberg College, Business Office 2400 Chew Street Allentown, PA 18104.

***Please be sure to complete the following to ensure an accurate student tuition balance:**

- You have filled out a FAFSA form and completed all documents requested.
- You have accepted your loans. (Keep in mind that declining your federal loans could increase your balance due).
- If you are living on campus, you have filled out a housing application and you have completed the onboarding process which includes selecting a meal plan.

Once the tuition statement is available, review your Nelnet account to ensure that loans and your financial aid are present. If you have been awarded an outside scholarship for the semester, please deduct the award amount from the balance due. Please confirm receipt of any scholarships or grants coming from an outside source by periodically checking your student account. *The student should follow up with the originator of the award if it is not received by the second week of the semester.

*Once you have reviewed your Nelnet account if you have any billing questions, please contact Student Accounts at studentaccounts@muhlenberg.edu or call 484-664-3150 option 4.



Muhlenberg's Financial Overview for Student Success

Financing college can be overwhelming but we are here to help. At Muhlenberg College, we view the process as a partnership one that involves parents, students, and assistance from a variety of supporting resources. This guide is intended to assist you in learning how to navigate finances at Muhlenberg.

The table below outlines the activities initiated by the student, the typical timeline and description.

Activity	Timeline	Description
Submit FAFSA Note: this is a yearly requirement	Typically, due April 15 for returning students. Federal student aid has an award year that runs from July 1 to June 30.	If you have not already done so, please complete your FAFSA form at: studentaid.gov . Contact the Office of Financial aid with any questions regarding aid or loans at Finaid@muhlenberg.edu .
Class Schedule	Students will be notified of when to register for classes as well as when to meet with their advisor.	Tuition charges are based on a student's credit load. 3-5 units is considered full time. Please speak with your advisor or visit Berg's website for schedule information.
Housing Selection	Residential students who have filled out a housing application will be notified of housing arrangements through Residential life. Typically, by mid-July for the upcoming Fall semester.	Residential students should make sure to turn in a housing application by the due date listed on the correspondence from the Office of Residential life. Please visit Berg's website for more information https://www.muhlenberg.edu/student-life/housing or email housing@muhlenberg.edu with questions.
Meal Plan Selection	Starting in May for the Fall semester. Meal plans are based on the dorm assignment. Please watch for notification from Residential Life regarding your meal plan selection.	Semester tuition statements will not be accurate until this is completed. PLEASE be sure to review your account when adding or making a change to a meal plan or housing to ensure you are aware of any change to the balance due. Contact housing@muhlenberg.edu with questions.
Pay Your Bill	Notification will be sent when the tuition statement is available to view in early July for the Fall and early December for the Spring semesters. Payment is due 3-4 weeks after the statement is made available online.	Payment plan payments begin the month before the semester begins. A plan can be established before the bill is available-returning students may use the prior semester as reference. Plan owners can adjust as needed once the bill is available. *Proactively enrolling in a payment plan requires the owner to revisit the account to ensure the plan meets the balance due. Contact Studentaccounts@muhlenberg.edu with questions.

Students/authorized parties are encouraged to review Nelnet periodically for the most updated information.