

## Billing and Payment Guide

### Viewing Your Bill:

Juniata’s billing system is totally electronic. To be able to view your bill, the student will need to log into CASHnet, Juniata’s service provider. Only students and authorized users are able to view the bill.

- Go to <http://arch.juniata.edu/today-at-juniata>
- Log in using your Juniata College username and password
- Select the Students tab → Student Bill Info
- Select View Your Statements



### The Billing Process:

- A fall term email notification will be sent to students and authorized user’s email address(es) the first week of July. Payment is due August 8, 2022. Spring term notifications will be sent in early December and will be due January 5, 2023.
- A second billing is issued shortly following the start of the semester and will reflect any billing adjustments since original bill was issued.

Semester	Billing Date (on or about)	Payment Due (on or about)
Fall	July 8 <sup>th</sup>	August 8 <sup>th</sup>
Spring	December 5 <sup>th</sup>	January 5 <sup>th</sup>

\* Look online for exact dates each academic year

**Adding a Person to View Your Bill and/or Make Payments:**

Students may authorize other users, such as parents or guardians, to have access to billing and payment information. Students can add a payer through CASHnet (via Juniata's Arch portal). Select the "Send a payer information" option on your CASHnet overview page. Only authorized users may access billing information, set up payment plans, or make a payment.

**Monthly Payment Plan (if needed):**

Juniata College offers a monthly payment plan. Families may choose to divide payments into even monthly installments for easier budgeting. The plan requires an annual enrollment fee of \$60 (\$35 for one semester) but assesses no interest or finance charges. Payment begins in July for new students or May for continuing students. Parents must be authorized users to enroll in a payment plan.

**Payment Options:**

*Cash* - payment may be made at the Bursar's desk in I. Harvey Brumbaugh located at 1707 Mifflin Street, Huntingdon, PA 16652.

*Check* - mail to: Juniata College, 1700 Moore Street, ATTN: Bursar's Office, Huntingdon, PA 16652.

*Credit card* - American Express, MasterCard, Visa, Discover, or Diners Club through the College's electronic portal CashNet. There is a 2.75% fee for using a credit card; however, an e-check/ACH transaction is free. Electronic payments are not accepted over the phone.

**Waiving Student Accident Insurance:**

Juniata College students are automatically covered under the Student Health Insurance Plan. The charge for this plan will appear on each student's bill and will be determined on an annual basis. All students will be billed for medical insurance coverage on the initial billing for the academic year. If you have other coverage, you MUST go online to <http://www.firststudent.com> to complete the waiver prior to 8/30/2022.

**Signing up for E-Refund:**

E-refund is the fastest way to receive a refund of an overpayment on account. Juniata can deposit funds into any bank account as long as you sign up for E-Refund. Otherwise, refund checks will be mailed to the student's home. Authorized users can sign up for E-Refund through CASHnet via Juniata's Arch portal.

**Please do not hesitate to reach out to our office with any questions you may have. A representative of the Bursar's Office will be available during Summer Orientation in July and August. We look forward to seeing you then!**