



Managing Your Student Account at Geneva College

Step 1: Make sure that your financial aid has been accepted and all documents finalized at <https://finaid.geneva.edu>

Step 2: View your Nelnet student account at <https://my.geneva.edu/>

- **You will receive an email notification when your eBill is ready to be viewed.** It is the responsibility of the registered student to accurately maintain their student account and to ensure all bills are paid on time.
- Once you have logged in to your MyGeneva account you will manage all aspects of your student account from receiving eBills, making on-line payments, setting up payment plans, checking your student account balances and managing Student Choice Refunds, and much more.
- Click on the Student Information Tab and then on the Student Financial Services Page.
- Go to my Nelnet Account (bottom of page)
- Complete instructions to set up your Nelnet account can be found at <http://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq>
- Health Insurance is mandatory for Traditional Undergraduate Students and will cost \$974 for the Spring if you purchase coverage through Geneva's health plan. If you are covered under your parent's policy, please waive coverage at <https://www.universityhealthplans.com/geneva> to remove this charge before January 11th, 2019.

Step 3: If you want your parents, spouse, grandparents, or other parties to be able to see your eBill, make online payments to your account, or set up a Payment Plan on your behalf you will need to add them to your Nelnet account as an Authorized Party.

- They will receive an invitation from Nelnet to set up their own account that will give them access without having to go through your MyGeneva account.
- Complete instructions on adding an authorized party can be found at <http://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq>

Step 4: Set Up a Payment Plan until January 2nd or pay your Fall bill before the program deadline. (Note: **Payment plan enrollment is on a per-semester basis.** If you signed up for Fall, you will **not** be automatically enrolled for Spring.)

- Payment plans are not available for students in the CUBM, Masters in Business Administration or Masters of Higher Education Programs at this time.
- All payment plans will be set up through your Nelnet account. From the Home page click on "Enroll in Payment Plan". Complete instructions to set up a Payment Plan can be found at <http://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq>.
- 4-month plan for Spring (enroll between 11/30/18 - 1/2/19), payments run from January – April, requires 10% down payment
- 5-month plan for Spring (enroll between 11/30/18 – 12/27/18), payments run from December – April, no down payment required
- Payment Methods: Automatic bank payment (checking account only) or credit card/debit card (an additional convenience fee of 2.75% will be assessed)
- *Payments are processed on the date that you select at the time of enrolling in the plan.*
- Cost to Participate: \$25 enrollment fee per semester, \$30 returned payment fee if a payment is returned
- To enroll, visit www.geneva.edu/studentaccounts/nelnet
- Note: Other charges (ex. parking tickets, Chapel fines, housing fees) cannot be included in a payment plan and are due in full when they are billed.