



St. Mary's College of Maryland

at Historic St. Mary's City

Billing and Payment Information Spring 2012

Please read this packet carefully. If you have questions, please contact the Business Office at StudentAccts@smcm.edu or call 240-895-4315/4303. **To avoid a \$100 late fee and possible cancellation from classes and housing (if applicable), payment for Spring 2011 must be received by December 16, 2011.** This information is also available on the business office Web site under Student Accounts at www.smcm.edu/businessoffice/.

• PAYMENT STEPS

1. Review your tuition bill online via the portal and immediately report any discrepancies to the Business Office at 240-895-4315/4303 or at StudentAccts@smcm.edu.
2. Complete all necessary Financial Aid documentation.
3. To make a payment, select one of the three methods:
 - a) Use the online payment system (See St. Mary's CASHNet flyer) <https://commerce.cashnet.com/smcmpay>
 - b) Make checks payable to SMCM and mail to:
St. Mary's College of Maryland
Business Office – Attn: Cashier
18952 E. Fisher Rd.
St. Mary's City, MD 20686-3001
 - c) Enroll in a monthly payment plan through CASHNet
4. To avoid a \$100 late fee and possible cancellation of classes and housing, payment must be received in the Business Office by **December 16, 2011**.

• SEMESTER TUITION BILL

Tuition bills can be viewed at your convenience via the portal. Payment for the Spring 2011 semester is due on **December 16, 2011**. The student is responsible for monitoring their student account balance. Outstanding balances are subject to a "hold" on the student's account which may prevent a student from registering, or from having College transcripts or diplomas released.

*Spring 2012 tuition bills are available
online only!*

• DIRECT DEPOSIT

- Students are encouraged to enroll in Direct Deposit for student and EFT refunds. Avoid losing checks or making unnecessary trips to the bank to cash checks.
- Go to the **SMCM Portal** <https://seahawks.smcm.edu/ics>
 - Log in with username and password
 - Click the "My Student Account" tab toward the top of the page
 - Find the "Account Management" portlet
 - Select "Direct Deposit"

• PAYMENT PLAN

CASHNet offers a payment plan (MPP). The Spring semester cost of tuition can be spread out over five interest-free monthly payments for a \$45 semester enrollment fee. Payment is made directly to CASHNet. (See St. Mary's CASHNet flyer)

• FINANCIAL AID

Financial Aid listed as "Offered" on the tuition bill but not "Applied" may be deducted from the balance due ONLY if you have completed all Financial Aid documentation.

Necessary documentation includes the completion of a signed Financial Aid Award Letter, a Loan Authorization Form along with a completed and

signed Master Promissory Note. Other documentation may include Verification, Outside Awards, and Tuition Waiver forms. Copies of any awards or waivers that are not listed as “Offered” on your tuition bill must be attached to the Payment-Due Worksheet.

If documentation is not completed, “Offered Aid” will be cancelled by the Financial Aid Office. Any balance remaining is due on **December 16, 2011**. **A late fee of \$100 will be charged for payments received after the due date.**

❖ FINANCIAL AID QUESTIONS

Contact the Office of Financial Aid at FinAid@smcm.edu or call 240-895-3000.

● PARKING

Vehicle Registration is now completed online through the SMCM Portal.

- Go to the SMCM Portal <https://seahawks.smcm.edu/ics>
- Log in with username and password
- Click the “My Student Account” tab toward the top of the page
- Find the “Account Management” portlet
- Select “Vehicle Registration”

Students who plan to bring a car to campus for the Spring semester must have a valid parking decal. Decals purchased in the Spring are valid for the Spring and spring semester.

● MEAL PLAN CHANGE

Meal plan changes are now completed online through the SMCM Portal.

- Go to the SMCM Portal <https://seahawks.smcm.edu/ics>
- Log in with username and password
- Click the “My Student Account” tab toward the top of the page
- Find the “Account Management” portlet
- Select “Meal Plan”

● ONE-CARD

The One-Card (ID card) is the official campus ID card for students. Students use their One-Card for meal plans, building access, and their debit account. Debit accounts can be used for purchasing items at the Campus Bookstore, The Daily Grind, the Upper Deck (The Grille), the Great Room, most campus vending machines, copiers, laundry facilities and limited off-campus establishments. Students now have 24-hour access to their One-Card account. Visit the One-Card Web site at www.smcm.edu/onecard for information on managing your account.

Deposits to the One-Card Debit Account can be made:

- Online at www.smcm.edu/onecard for applying funds using credit card.
- At the cashier’s window located in the Business Office (first floor, Glendening Hall, M-F, 9 am - 4 pm)
- At the Cash-to-Card terminal located next to the Campus Bookstore.
- By mailing a check to the Business Office – Attn: Cashier. Include student’s name and ID # on check.

Transfers from Student Account to One-Card Debit Account can be made:

- From the College Web site log on to Portal, click the “My Student Account” tab and select One Card Transfer. Students may transfer credit balances due to overpayment or pending financial aid to their One-Card debit account. *Note: One-Card debit funds are transferred back to the student account only when a student graduates, withdraws, or takes a leave of absence.*

Students are not permitted to let others use their One-Card for any purpose. Violation of this policy will result in a \$40 fine being assessed to the student’s account. Students should immediately deactivate a lost or stolen card at www.smcm.edu/onecard or call 240-895-4357 M-F, 8 am – 5 pm. After business hours, contact Public Safety at 240-895-4911.