Visit Student Employment for employment opportunities and related information.
go.carleton.edu/studentemployment.

Complete the payroll eligibility forms with Human Resources when required.
  - W-4 Withholdings Exemption
  - I-9 (Original identification documents required. See page three of I-9 form)

Electronic Tax Form consents on The Hub
  - Click on W-2 Electronic Consent
  - Click on 1098-T Electronic Consent

Direct Deposit Authorization on The Hub
  - Click on Payroll Direct Deposit Bank Account

Recommended: Authorize all or a portion of your student payroll for direct deposit to your Student Account, on The Hub.
  - Click on Apply Work Earnings to Tuition

Instructions for completing time entry, the payroll calendar and other related information is available on the Business Office website apps.carleton.edu/campus/business/payroll. This website will be updated as changes occur during the Workday implementation.

Student Payroll Contact Information:
Jennifer Paulson  Shari Mayer
Leighton Hall 117  Leighton Hall 116
(507) 222-4283  (507) 222-4022
jpaulson@carleton.edu  smayer@carleton.edu

Non-Payroll Direct Deposit Bank Account
Periodically students will be eligible to receive a payment from the College (student account refund, prize, award, etc.). All payments to students are made electronically to the US domestic bank account on record.

How to set up a Non-Payroll Direct Deposit Bank Account
1. Students log onto The Hub at thehub.carleton.edu
2. Click on Non-Payroll Direct Deposit Bank Account and enter the US domestic bank account number and 9 digit routing number.

International Students
For questions regarding U.S. tax requirements and Glacier software support, please contact

Shari Mayer
Leighton Hall 116
(507) 222-4022
smayer@carleton.edu

Student Health Insurance
Health Insurance is Required for all Students
Students must either opt-in or waive (decline) the Carleton sponsored student health insurance every year.

To opt-in or waive (decline); visit the student insurance website between June 1, 2022 and August 15, 2022 at https://www.wellfleetstudent.com.

Premium $2,714.00  Coverage Period 8/15/22 - 8/14/23

For plan inquiries contact: cs@wellfleetinsurance.com or 1-877-657-5030

Refund Policy
The complete Tuition Refund policy can be found in Carleton’s Student Handbook located at carleton.edu/handbook/financial.

Financial Literacy
Carleton students have access to CashCourse, a free online resource guide geared to students, helping them learn to make smart financial decisions. Students go to https://www.cashcourse.org to create an account using their Carleton email.
Comprehensive Fee 2022-2023

Students and parents/guests do not receive paper statements. The billing process is entirely electronic. It is important for parents/guests who are making payments on behalf of their students, to obtain proxy access to The Hub (see Hub Proxy Access) to view statements and make payments.

Students receive an email notice 3 to 4 weeks prior to the term due dates informing them that their student account statement is available on The Hub.

Standard Payment Plan

<table>
<thead>
<tr>
<th>Term</th>
<th>Due Date</th>
<th>Tuition</th>
<th>Room</th>
<th>20 Meal Plan (full board)</th>
<th>CSA Activity Fee</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term: Due August 15th, 2022</td>
<td>Tuition</td>
<td>$20,748</td>
<td>Room</td>
<td>$ 2,813</td>
<td>CSA Activity Fee</td>
<td>$ 130</td>
</tr>
<tr>
<td></td>
<td>Total Due</td>
<td>$26,208</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Term: Due December 15th, 2022</td>
<td>Tuition</td>
<td>$20,748</td>
<td>Room</td>
<td>$ 2,813</td>
<td>CSA Activity Fee</td>
<td>$ 130</td>
</tr>
<tr>
<td></td>
<td>Total Due</td>
<td>$26,208</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Term: Due March 15th, 2023</td>
<td>Tuition</td>
<td>$20,748</td>
<td>Room</td>
<td>$ 2,813</td>
<td>CSA Activity Fee</td>
<td>$ 130</td>
</tr>
<tr>
<td></td>
<td>Total Due</td>
<td>$26,208</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fees 2022-2023</td>
<td></td>
<td>$78,624</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hub Proxy Access

New Students will have Hub access by July 1st and can request Hub Proxy Access for parents/guests at that time. Student controlled Proxy Access allows a parent/guest the ability to access their student’s Carleton account, including Make a Payment.

How Students grant Hub Proxy Access

1. Log onto thehub.carleton.edu with your student login credentials.
2. Click on View/Add Proxy Access.
3. Complete the Required Information and submit.
4. Proxies receive a series of three emails from:
   - businessoffice@carleton.edu
   - fimservice@carleton.edu
   - noreply@carleton.edu

NOTE: Proxies should check SPAM for the above emails. Follow the instructions in each email for your username and to create your password.

More information can be found at apps.carleton.edu/campus/business/students/proxy-access/

For Student or Proxy technical support contact
helpdesk@carleton.edu or (507) 222-5999

Student Account Payment Options

Online Payment
Electronic check payment through The Hub.

How to Make a Payment on The Hub
1. Log on to The Hub at thehub.carleton.edu
2. Main Page—Click on Student Finance
3. 2nd page—Click Student Finance for drop down menu—Click “Make a Payment”
4. Locate Amount to Pay box—Enter amount being paid
5. Choose Payment Method—Electronic Payment
6. Click on Proceed to Payment
7. Payment Review—Verify amount being paid
8. Complete Electronic Check Entry Form—Submit

Mail payments/529 Savings Plan checks to
Carleton College, Business Office, One North College Street, Northfield, MN 55057
- Include student’s ID number and/or full name.

Request 529 payments by Flywire or ACH if available.

Wire Transfer Payments
Domestic and international wire transfers, please contact Student Accounts for bank information.

Mail scholarship Checks to
Carleton College, Student Financial Services Office, One North College Street, Northfield, MN 55057

Note: Carleton does not accept credit/debit cards for payment on student accounts.

International Student Payments

Families without US domestic bank accounts may make international payments using Flywire at www.flywire.com, or by international wire transfer.

Student Account Contact Information

Email  studentaccounts@carleton.edu
Candace Koen  Student Accounting Manager ckoen@carleton.edu  (507) 222-4165
MiKayla Christopher  Business Office Specialist mchristopher@carleton.edu  (507) 222-4843
Debra Fawcett  Accounts Receivable Manager dfawcett@carleton.edu  (507) 222-4179