Financial Services Changes related to Populi

Financial Account information – Billing and Financial Aid transactions are listed under the Financial tabs on your Profile. You will see pending fees on your Financial Dashboard Tab and pending term related tuition, rent and financial aid on the Financial By Term tab. These transactions will be invoiced in early August.

Update - Due to a few delays, it is taking longer than expected to get fall billing applied to accounts in Populi. We hope to begin adding tuition and housing charges the week of August 19. Please wait until after August 22 before you report any issue with your billing. If you live in student housing we expect you to pay your monthly rent by the end of the month as usual.

Statements – You will receive one final statement from our old system on July 25 showing your balance due July 31. If you need to see details of your Beginning balance in Populi, please login to your old student account.

We hope to be able to send emails from Populi after the 10th of the month letting you know that you may have a new invoice to review. We cannot guarantee that your account will not change before the end of the month, so we expect you to view your account regularly. We are unable to show due dates for pending transaction. Your balance due will now reflect pending financial aid and payment plans, so you will know how much is due this month and future monthly amounts due.

Rent – Rent will now be billed by semester (6 months). The first week of August you will be billed for August though January. You will automatically be put on a monthly rent payment plan, so you only have one month of rent due on the last day of the month, which is the same as it has been. Your rent will be adjusted to reflect ½ month of rent if you are moving in after August 15. No rent refunds will be issued if moving out before the lease end date of July 31. Rent must be paid each month, without exception including during summer months. Excess financial aid may be applied to rent payments after all tuition and fees have been paid.

Payment Plans – If you prefer to have a tuition payment plan, which is 3 monthly payments, you must send Sara Krosschell an email requesting a tuition payment plan before the tuition due date each semester. Tuition Payment plans are only for tuition charges, not rent or other fees. If you do not pay your tuition balance in full by the due date, you will automatically be put on the tuition payment plan and charged the payment plan fee of $30. All other fees are not included in payment plans and must be paid when due.

Payments – Payments will be made through Populi, so you will need to login to your Populi account before you can make a payment. Be aware that after July 22 we will not be able to accept online payments during this transition. You should be able to make payments in Populi starting July 25 or 26. We expect you to pay on time if you have a balance due by July 31, but if you have an issue creating an account or making a payment we will not charge late payment fees on August 1. If this is the case, you will be expected to make your payment the first week of August.

Payment Reminders -

- We accept debit and credit cards (both will be charged a 3% fee) and eCheck (preferred method) payments. Along with international payments through Flywire.
- Students will now have the option of setting up recurring payments
- Do not wait until the last day to make your payment in case you have an issue paying online. You will be charged a late payment fee if your payment does not process by the end of the due date.
- Reminder, some debit card payments may not work from outside the US, plan accordingly.
- Flywire payments must be made a few days before the due date so they are processed by the end of the month or they will be considered late.
- If you mail a check, you must mail it in time to be received by the seminary by the due date or it will be considered late.

Church/Classis/or other organization Payments - We are no longer able to offer payment plans for these payments. If your church/classis or other organization is going to be making a payment, it is your responsibility to communicate your balance with them and to watch your account to make sure the payment has been received in a timely manner. You will receive late payment fees if the church/classis payment is not received by the tuition or rent due dates. We can no longer accommodate making an exception for these payments being late.

Late Payment Fees – the fee has been lowered to $30. We will no longer reverse any late payment fees for any reason. You are responsible for paying your balance on time.

Tax statements – 1098-T and TL11A forms will be available online next year!

Enrollment deposits – If you are a new student, your enrollment deposit will be credited back to your account the second week of the semester. Please account for this if you pay your balance before it is applied.