Undergraduates

**Late D-Plan Changes and Billing**

Students who change their D-Plan after the tuition statements are issued to include enrollment for the upcoming term will not receive a new or revised account statement. However, the charges and anticipated financial aid will appear on the student’s account under the Recent Activity tab as they are posted. Students and Other Payers should monitor Recent Activity. **Full payment for the term charges is required before a student will be permitted to complete Check-in for the term.**

**Address for Mailing Payments**

Cashier’s Office/STAC
Dartmouth College
6132 McNutt, Room 103
Hanover, NH 03755

**Tuition and Fees**

For more information on the tuition and fees that are billed to a student’s account, [click here](#)

**Schedule of Account Statements**

For complete schedule of when the account statements are issued, you may [click here](#)

**Financial Aid on the Account Statement**

*Authorized Aid* refers to financial aid credits approved for payment by the College’s Financial Aid Office which will automatically be disbursed after the first day of classes, provided a student has completed Check-in. This type of aid may be included on your account statement and reflected in the final amount due.

*Anticipated Credits* are usually financial aid credits that have not been authorized for payment by the Financial Aid Office because of outstanding processing requirements, or the funds are coming from an outside source (i.e. Federal Stafford Loans, Federal Plus Loans, etc.). This type of aid may be included on the account statement and reflected in the final amount due.

**TuitionPay Monthly Payment Plan:**

The payment plan begins in July and ends in April. Your anticipated monthly payments for the term should be shown on the statement if your plan is not delinquent. After the applicable payments are deducted from the Amount Due on your statement, any remaining balance due must be paid directly to Dartmouth College by the due date. For more information on the Monthly Payment Plan [click here](#)

**Summer Term Exception** – If the student is enrolled for the Summer Term and you are using the Monthly Payment Plan, the first payment *must* be made prior to the tuition statement's due date.
**Explanation Form on D-Pay**

If you have additional credits that you expect to receive for the term which are not included on your account statement, you may deduct these amounts from the Amount Due if you submit an *Explanation Form* to the Student Financial Services Office. The *Explanation Form* is located on the left-hand side of your D-Pay window. If you calculate that an amount is still due after your deduction(s) have been made, you must submit your *Explanation Form* and payment to Student Financial Services by the due date. You may either mail a check to Student Financial Services/Cashiers, or make an electronic payment via D-Pay.

If the total of your additional deductions is *greater* than the Amount Due on your account statement, no payment is required. However, you must submit your *Explanation Form* and payment to Student Financial Services by the due date in order to avoid a late payment charge, or potential Check-in delays.

When an *Explanation Form* is submitted to the Student Financial Services Office, we verify your deductions and waive the late payment charge. If your deductions are accepted, you will be cleared for Check-in, however if we are unable to accept a deduction for any reason, an email notification will be sent to the student. It is important to note that deductions submitted on an *Explanation Form* will not actually change the account statement, or affect the actual balance on the student account. You are simply explaining why the full Amount Due on your statement is not being paid by you.

In addition to listing pending Dartmouth aid on an *Explanation Form*, pending funds from outside sources may be listed as well. Below are some examples.

1. **Outside Scholarships** – If you will receive an outside scholarship, such as National Merit, or other type of outside award, you may deduct the Fall and/or Winter portions from the Amount Due provided the funds will be paid directly to Dartmouth College.

   **Note**: Students who will receive financial aid from Dartmouth College must report all of their outside scholarships to the Financial Aid Office. These outside funds must be included on a student’s award for the 2014-2015 year.

2. **TuitionPay Monthly Payment Plan** – Your anticipated monthly payments for the term should be shown on the statement if your plan is not delinquent. If they are not already shown on the statement, and your plan is current, you may deduct the applicable payments from the Amount Due and submit the *Explanation Form* to our office by the due date. After the applicable payments are deducted from the Amount Due on your statement, any remaining balance due must be paid directly to Dartmouth College by the due date. For more information on the Monthly Payment Plan click here.

3. **College Tuition Benefits** - If you will receive a tuition benefit from another college, you may deduct the amount that you expect to receive for the term. Please be sure to complete any required paperwork to expedite the payment process. If the institution requires that Dartmouth send a special billing or complete forms, please be sure to provide this information to Student Financial Services.

4. **Alternative Loans** – If you have applied for an Alternative Loan for the term, and received approval, you may deduct the net amount to be disbursed. If there are any questions regarding Alternative Loans, you may contact the Financial Aid Office directly at (603) 646-2451.
(5) Charges in Dispute – If you are disputing a charge on your student account, such as course material fees, GLOS rent/dues, PE fees, etc., you may deduct the amount of the charge from the term balance while you are in the process of resolving the issue with the appropriate College department. Deduction is allowed for one term only. (To find the appropriate department, you may refer to contacts for transaction questions on D-Pay)

(6) Dartmouth Student Group Health Plan (DSGHP) – If you have been billed for the Health Plan and you are in the process of submitting a waiver, you may deduct the cost from your Amount Due. There are deadlines for submitting waivers. For more information you may contact Health Services directly at (603) 646-9438 or visit their website.

Stafford Loan MPN & Entrance Counseling

If you have been awarded a Federal Stafford Loan (either subsidized or unsubsidized), and you have not yet completed the Stafford Loan Master Promissory Note (MPN) and Entrance Interview Counseling, you must complete these requirements in order to count the loan(s) against your term charges. The MPN and Entrance may be completed online at www.studentloans.gov. If you have any questions regarding these requirements, you may contact the Financial Aid Office directly at (603) 646-2451.

If you decide to decline your Federal Stafford Loan(s) for this year, you should inform the Financial Aid Office as soon as possible. Any balance due on a student account which results from the cancelation of a loan must be paid to Student Financial Services prior to Check-in.

Federal Work Study may not be deducted from your Amount Due

Although Federal Work-Study is included in a student’s total financial aid package, these funds are not applied directly to a student’s account as is the case with other types of aid. Federal Work-Study is earned by the student based on the number of hours worked, and is paid directly to the student through the College’s payroll system.

Late Payment Charges

A separate charge will be assessed for late payment of any student bill. Payment is due and payable no later than the date indicated on the account statement. If payment and/or Explanation Form is not received by the due date, a Late Charge equal to 1.5% of the amount payable will be assessed.