



# REED COLLEGE

## TUITION INFORMATION

**BUSINESS OFFICE**  
3203 SE Woodstock Blvd  
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Portland, Oregon 97202-8199

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reed.edu/business  
student-accounts@reed.edu

**MAY 2020**

### Greetings,

I hope this mailer finds you safe and healthy.

This packet contains information regarding the financial aspects of attending Reed this academic year. Please note that the information provided herein may change as a result of the coronavirus pandemic. I encourage you to visit [reed.edu/business](http://reed.edu/business) for the most up-to-date information.

Should you have any questions or concerns, please feel free to call or send an email to the business office.

Have a wonderful summer!

ROBERT TUST, ASSOCIATE TREASURER & CONTROLLER

### Payment Due Dates

Fall tuition: **August 14, 2020**

Spring tuition: **January 8, 2021**

Payment must be received—postmarked is not sufficient—on or before the last day of registration each term to avoid a \$50 late fee and cancellation of registration. The last day of fall registration is August 27. The last day of spring registration is January 22. Call the business office if you have payment difficulties.

### Business Office Forms Checklist

COMPLETE IN IRIS BY **JUNE 15!**

- Statement of Financial Responsibility
- Billing Information & Release Form
- Health Insurance Waiver

### 2020–21 Costs

Charges are billed on a per-semester basis.

The first bill is sent mid-July. Please let us know if you have not received a bill by **July 31**.

#### DIRECT UNDERGRADUATE EXPENSES

	Annual	Semester
Tuition	\$60,310	\$30,155
Student Body Fee	\$310	\$155
<b>Subtotal</b>	<b>\$60,620</b>	<b>\$30,310</b>
Dorm Room	\$7,970	\$3,985
Board Plan B	\$7,010	\$3,505
<b>Subtotal</b>	<b>\$14,980</b>	<b>\$7,490</b>
<b>Total</b>	<b>\$75,600</b>	<b>\$37,800</b>
Board Plans	Annual	Semester
Plan A	\$7,360	\$3,680
Plan C	\$6,560	\$3,280
Apartments	Annual	Semester
1 Bedroom	\$10,270	\$5,135
2 Bedroom (per bed)	\$8,890	\$4,445
Health Insurance	Annual	Semester
Domestic	\$3,300	\$1,650
International	\$2,358	\$1,179

#### PART-TIME GRADUATE DIRECT COSTS

	Semester
Tuition per 1/2 unit	\$2,450
Health Insurance	Semester
MALS Fall	\$1,665
MALS Spring	\$1,809
MALS Summer	\$898

### Indirect Education Expenses

These costs do not appear on the monthly billing statements issued by the business office.

They include:

- Books and incidentals: \$1,950
- Travel: varies by state of residence
- Loan origination fees: 1–5% of applicable loan

## Payment Options

### PAY ONLINE

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Pay online via Student Account Center at [reed.afford.com](http://reed.afford.com) or via the Make a Payment as a Guest box at [reed.edu/business](http://reed.edu/business). There is no fee for EFT payments from checking or savings accounts, but be sure to enter your EFT information accurately because a \$30 fee applies to returned EFT payments. A convenience fee is charged for online credit or debit card payments.

### PAY BY CASH OR CHECK

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Send a check in the mail or pay by cash or check at the cashier's window in Eliot Hall.

### ENROLL IN A MONTHLY PAYMENT PLAN

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Monthly payment plans are available through Student Account Center starting as early as May 15. The only cost is a \$55 enrollment fee for the semester. Part of the enrollment fee is rebated to the college to offset processing costs. Use the monthly payment planner included in this letter and then enroll online at [reed.afford.com](http://reed.afford.com) or call **888-316-9620**.

### PAY BY BANK TRANSFER—DOMESTIC

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Payment may be made by bank wire transfer directly to the college's bank account, Wells Fargo Bank, ABA #121000248, account #4947809331. Include the student's name and Reed ID number with the wire instructions.

### PAY BY BANK TRANSFER—INTERNATIONAL

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Reed College has partnered with Flywire to streamline the tuition payment process for our international students. Flywire offers excellent foreign exchange rates, often allowing you to pay in your home currency and save a significant amount of money compared to traditional banks. Learn more or begin the payment process at [reed.flywire.com](http://reed.flywire.com). If you choose to use your own bank, please include SWIFT code WFBUS6WFFX with the domestic bank transfer information above.

### PAY BY PHONE

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Pay by phone using a credit or debit card or EFT by calling Nelnet at **888-316-9620**. A convenience fee is charged for credit or debit card payments by phone.

## Statement of Financial Responsibility

The statement of financial responsibility form must be submitted in IRIS in order to register for classes. Submission of this form confirms your understanding and acceptance of personal financial responsibility for college charges assessed to your student account, e-bills, and correspondence in regards to college debts.

## Student Account Center

Reed College student account activity is accessible through Student Account Center ([reed.afford.com](http://reed.afford.com)). Student Account Center enables you to view live account information, make a payment, and enroll in the monthly payment plan option.

When logged into Student Account Center, students and their authorized users can access a real-time itemization of their account. This enables users to monitor recent transactions and payments and verify that monthly payment plans are accurately budgeted to meet costs.

Access to Student Account Center is by invitation only. If the invitation has expired, students may request another invitation by contacting Nelnet at **888-316-9620** (outside US and Canada: **401-921-3999**).

## Billing & Delinquent Accounts

Semester bills are mailed mid-July for fall semester and the first week of December for spring semester with specified due dates. During the academic year, the business office makes billing statements available around the 10th of each month, reflecting miscellaneous charges such as library fines, laser printing, orientation trips, music lessons, and fines for lost keys. Payment of the total amount is due within 30 days. Students with a delinquent account will not have access to SOLAR or their transcripts and may have their library, printing, and other privileges suspended. Unpaid balances may be turned over to a collection agency.

## Release of Billing Information

A billing information and release form must be completed online in IRIS so we know where semester bills, e-bills, and financial notices should be sent. The form authorizes the business office to speak with parents, stepparents, other family members, trustees, and banks about a student's account. This policy complies with FERPA, the Department of Education's Family Educational Rights and Privacy Act. If indicated on this form that bills should be sent to someone other than the student, then an e-bill or notice may be sent to the email provided. Students will also receive an e-bill at their Reed email address.

This release form applies only to financial information. Grade and registration information releases are processed through the registrar's office. If a parent calls with a general financial question, and not a specific student account, we are happy to assist. For more information about this process, please call **503-777-7505** or email [business-office@reed.edu](mailto:business-office@reed.edu).

## Loans & Financial Aid

Students who have completed aid applications by the May 1 extended deadline are notified of their financial aid awards beginning mid-June. When you are notified that your award is available in Banner Self-Service, make sure to immediately log in to review and accept your award and complete necessary requirements. Only accepted awards with completed requirements will show as *anticipated* aid on your billing statement and student account.

### FEDERAL DIRECT LOANS

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Federal Direct Loans are processed by the financial aid office. The US Department of Education charges a mandatory origination fee, which is deducted from the amount of your loan. Federal Direct Student Loans disbursed prior to October 1 will be assessed a 1.059% origination fee. Federal Direct PLUS Loans will be assessed a 4.236% origination fee.

For additional information please email [financial.aid@reed.edu](mailto:financial.aid@reed.edu) or visit [reed.edu/financialaid/direct\\_loans](http://reed.edu/financialaid/direct_loans).

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#### ALTERNATIVE LOANS

Alternative student loans are available from private lending sources and are not part of the federal loan program. For more information, visit [reed.edu/financialaid](http://reed.edu/financialaid).

## Refunds

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#### CREDIT BALANCES

The college holds credit balances on account to apply against future charges. We will refund overpayments upon request. Credit balances resulting from the receipt of Title IV funds (Federal Pell, SEOG, Perkins, Direct Loan, and Direct PLUS) are automatically refunded (if the credit is over \$10) to parents for Direct PLUS credits and to the student for all other Title IV credits.

Students are *highly* encouraged to enroll in direct deposit for excess financial aid refunds, student payroll, and other college reimbursements. The enrollment form can be found at [reed.edu/business/assets/forms/direct-deposit-authorization-form.pdf](http://reed.edu/business/assets/forms/direct-deposit-authorization-form.pdf) and submitted securely at [filerobot.reed.edu/groups/business-office](http://filerobot.reed.edu/groups/business-office).

Upon written authorization, we can hold any amount of Title IV credits on the account to be used for current education related charges other than tuition, fees, room, and board. Additionally, parents can authorize credits resulting from their Direct PLUS loan be disbursed to the student. The Title IV Authorization form is available at [reed.edu/business/student-parent-financial-services/refunds.html](http://reed.edu/business/student-parent-financial-services/refunds.html). Credit balances are held in an interest-bearing account and the college retains the interest.

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#### TUITION REFUND

Students must notify student life about their intent to withdraw or take a leave of absence. The refund of tuition, room, and board is based on the effective date of withdrawing or leave as determined by the school. The student body fee

and health insurance coverage (if applicable) are non-refundable. For more information, visit [reed.edu/business/student-parent-financial-services/refunds.html](http://reed.edu/business/student-parent-financial-services/refunds.html). To request a paper copy of our refund policy, please call or email the business office.

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#### TUITION INSURANCE

The college offers an optional insurance plan through A.W.G. Dewar that enhances the college's published refund policy by providing up to a 70% refund if the student takes a qualifying medical leave of absence. Cost of the insurance is 0.95% of the total direct costs. If you wish to participate, you must enroll and pay online, prior to the first day of classes. More information about this program will be emailed in June. For more information, visit [collegerefund.com/apps/details1.asp?ID=1685&DIV=1](http://collegerefund.com/apps/details1.asp?ID=1685&DIV=1).

## Student Bank Accounts

Students are encouraged to establish an account with a local bank. At least two pieces of identification plus a Social Security number will be needed. The following banks are close to campus:

- Advantis Credit Union, 503-785-2528, [advantiscu.org](http://advantiscu.org)
- Key Bank, 800-539-2968, [key.com](http://key.com)
- US Bank (ATM on campus), 800-872-2657, [usbank.com](http://usbank.com)
- OnPoint Credit Union, 800-527-3932, [onpointcu.com](http://onpointcu.com)

(Bank listings above are provided for informational purposes only and are not an endorsement of any of the financial institutions.)

Enrollment in direct deposit is *highly* encouraged to avoid fees for lost or reissued checks.

## Student Employment

To work on campus, students are required to register with the student payroll office in Eliot 306 and complete W-4 and I-9 forms. Students must present personal documents verifying identity and eligibility

to work, including a Social Security card and a valid U.S. passport, driver's license, or state-issued ID card. Please see [reed.edu/business/student-payroll-services](http://reed.edu/business/student-payroll-services) for more information. Students must work a Reed College job in order to earn federal work-study funds, which are paid directly to the student on a bi-weekly basis. Complete the direct deposit form so your check goes directly to your bank account, avoiding fees for lost or reissued checks.

## Health Insurance

The 2020–21 Reed College student health insurance plan will be with PacificSource, effective August 15, 2020.

Because maintaining your health is an important factor in performing well in college, Reed, in conjunction with PacificSource, provides a comprehensive student health insurance program to serve your needs.

A schedule of benefits is available at [reed.edu/business/student-parent-financial-services/health-insurance.html](http://reed.edu/business/student-parent-financial-services/health-insurance.html). To locate preferred providers and pharmacies go to [pacificsource.com](http://pacificsource.com).

All undergraduate students must be covered by health insurance and are charged for one of the college's plans. Non-resident alien students are covered by the international student insurance plan at a cost of \$1,179 per semester. All other students are covered by the domestic student insurance plan at a cost of \$1,650 per semester.

Fall semester covers the period from August 15, 2020, through December 31, 2020. Spring semester covers the period from January 1, 2021, through August 14, 2021.

You will automatically be charged for the appropriate domestic or international student health plan. **If you have your own comparable health coverage and do not want to join the Reed plan, you must complete an insurance waiver form annually in IRIS.** Once this waiver is complete, we will issue a credit to offset the

charge for the college's plan. All waivers must be completed prior to the first day of classes.

If a student takes a regular leave of absence during the first 30 days of the semester, the insurance plan will be canceled. If a student takes a medical leave of absence during the first 30 days of the semester, they may remain on the insurance plan by contacting the business office. Any leaves taken after the first 30 days of the semester will not affect the plan coverage.

If you have questions about the 2020–21 Reed College student health insurance, contact our insurance broker, USI NW, at **800-251-4246**.

## MALS Health Insurance

MALS students may enroll in a special graduate health plan. Fall term covers the period from August 15, 2020, through December 31, 2020, at a cost of \$1,665. Spring term covers the period from January 1, 2021, through May 31, 2021, at a cost of \$1,809. Summer term covers June 1, 2021, through August 14, 2021, at a cost of \$898. MALS students will be able to purchase coverage online at [enroll.pacificsource.com/ReedMALS](https://enroll.pacificsource.com/ReedMALS).

If you have questions about the 2020–21 Reed College student health insurance, contact our insurance broker, USI NW, at **800-251-4246**.

## Student Account Center Monthly Payment Planner 2020–21

Use this planner to help you determine what your monthly payments would be if you decide to use the Student Account Center monthly payment plan.

### 1. Enter your estimated semester expenses.

Tuition \_\_\_\_\_  
Room & board \_\_\_\_\_  
Student body fee \_\_\_\_\_  
Health insurance \_\_\_\_\_  
Total expenses \_\_\_\_\_

### 2. Enter your estimated semester credits.

Reed Grant \_\_\_\_\_  
Other scholarships \_\_\_\_\_  
Direct Loan\*\* \_\_\_\_\_  
PLUS Loan\*\* \_\_\_\_\_  
Other credits \_\_\_\_\_  
Total credits \_\_\_\_\_

\*\* Loans must be applied for through the financial aid office. Also, be sure to deduct the 1–5% fee from the loan amount requested when completing this planner.

### 3. Subtract the total credits from the total expenses to arrive at your semester payment plan amount.

Fall plan amount \_\_\_\_\_

### 4. Choose your monthly payment plan.

- 6 monthly payments from May 15 to October 15
- 5 monthly payments from July 15 to November 15
- 4 monthly payments from August 15 to November 15

### 5. Divide your semester payment plan amount by the number of months you selected above.

Monthly payment \_\_\_\_\_

### 6. Enroll in a plan.

Please note, you must first be registered with Student Account Center to enroll in a plan. Plans may be set up through Student Account Center ([reed.afford.com](https://reed.afford.com)) or by calling **888-316-9620** (outside US and Canada: **401-921-3999**).

In order to activate your plan, you must pay the \$55 enrollment fee. Once your account is active, you will be billed for monthly payments or you may arrange to have payments automatically deducted from your bank account.