Greetings,

Although you have just finished the academic year, it is time to start thinking about the next! You may have already registered for next year’s classes. If not, SOLAR is available throughout the summer at solar.reed.edu. Please remember you must pay your tuition bill by August 10, 2018, in order to maintain access to SOLAR after that date.

This packet contains information regarding the financial aspects of attending Reed this coming year. 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 2018 tuition: August 10, 2018
Spring 2019 tuition: January 4, 2019

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 23. The last day of spring registration is January 18. 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
☐ Direct Deposit Form
☐ Health Insurance Waiver

2018–19 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Annual</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$56,030</td>
<td>$28,015</td>
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<tr>
<td>Student Body Fee</td>
<td>$310</td>
<td>$155</td>
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<tr>
<td>Subtotal</td>
<td>$56,340</td>
<td>$28,170</td>
</tr>
<tr>
<td>Dorm Room</td>
<td>$7,440</td>
<td>$3,720</td>
</tr>
<tr>
<td>Board Plan B</td>
<td>$6,770</td>
<td>$3,385</td>
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<tr>
<td>Subtotal</td>
<td>$14,210</td>
<td>$7,105</td>
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<tr>
<td>Total</td>
<td>$70,550</td>
<td>$35,275</td>
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</table>

<table>
<thead>
<tr>
<th>Board Plans</th>
<th>Annual</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan A</td>
<td>$7,110</td>
<td>$3,555</td>
</tr>
<tr>
<td>Plan C</td>
<td>$6,340</td>
<td>$3,170</td>
</tr>
<tr>
<td>Apartments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>$9,590</td>
<td>$4,795</td>
</tr>
<tr>
<td>2 Bedroom (per bed)</td>
<td>$8,300</td>
<td>$4,150</td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic</td>
<td>$2,654</td>
<td>$1,327</td>
</tr>
<tr>
<td>International</td>
<td>$1,896</td>
<td>$948</td>
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</table>

PART-TIME GRADUATE DIRECT COSTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per 1/2 unit</td>
<td>$2,430</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Semester</td>
</tr>
<tr>
<td>MALS Fall</td>
<td>$1,339</td>
</tr>
<tr>
<td>MALS Spring</td>
<td>$1,454</td>
</tr>
<tr>
<td>MALS Summer</td>
<td>$722</td>
</tr>
</tbody>
</table>

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 WITH A CREDIT CARD OR EFT**
Pay online using a credit or debit card or EFT via the Make a Payment as a Guest box at reed.edu/business. A convenience fee is charged for online credit or debit card payments. There is no fee for EFT payments but be sure to enter your EFT information accurately because a $30 fee applies to returned EFT payments.

**PAY BY CASH OR CHECK**
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**
Tuition Management Systems (TMS) administers our monthly payment plan. Pay in four, five, or six equal payments starting May 15, July 15, or August 15. The only cost is a $55 enrollment fee per semester. Part of the fee is rebated to the college to offset processing costs. Please see the TMS monthly payment planner included in this letter for more information.

**PAY BY BANK TRANSFER—DOMESTIC**
Payment may be made by bank wire transfer directly to the college’s bank account, Wells Fargo Bank, ABA #121000028, account #4947809331. Include the student’s name and Reed ID number with the wire instructions.

**PAY BY BANK TRANSFER—INTERNATIONAL**
Payment may be made from international locations using Flywire, a free service that offers better exchange rates and lower bank fees than traditional banks. To use their service, log in to flywire.com/school/reed. If you choose to use your own bank, please include SWIFT code WFBUS6WWFX with the domestic bank transfer information above.

**PAY BY PHONE**
Pay by phone using a credit or debit card or EFT by calling 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). 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 TMS at 888/316-9620 (outside US and Canada: 401/921-3999).

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.

Loans & Financial Aid
Students who have completed aid applications by the May 1 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
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 1.066% origination fee. Federal Direct PLUS Loans will be assessed a 4.264%
origination fee. For additional information please email financial.aid@reed.edu or visit reed.edu/financialaid/direct_loans.

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.

Refunds
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.

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.

Credit balances are held in an interest-bearing account and the college retains the interest.

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 0.8% of the total direct costs. If you wish to participate, you must enroll and send your payment directly to Dewar, prior to the first day of classes. More information about this program will be mailed in June. For more information, visit 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. A schedule of benefits is available at reed.edu/financialaid/direct_loans/health-insurance. To locate preferred providers and pharmacies go to pacificsource.com.

TUITION REFUND
As communicated in the most recent mailers, campus email and forums, and on the college’s website, the refund policy has undergone a thorough review and has now been updated, effective as of the 2018-19 academic year. Students must notify student services 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. To request a paper copy of our refund policy, please call or email the business office.

Student Employment
To work on campus, students are required to register with the student payroll office in Eliot 308 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 for more information and job listings. 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 in IRIS so your check goes directly to your bank account and you avoid fees for lost or reissued checks.

Health Insurance
The 2018–19 Reed College student health insurance plan will be with PacificSource, effective August 15, 2018.

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. To locate preferred providers and pharmacies go to 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 $948 per semester. All other students are covered by the domestic student insurance plan at a cost of $1,327 per semester.

Fall semester covers the period from August 15, 2018, through December 31, 2018. Spring semester covers the period from January 1, 2019, through August 14, 2019.
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 unless they have used the plan. 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 2018–19 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, 2018, through December 31, 2018, at a cost of $1,339. Spring term covers the period from January 1, 2019, through May 31, 2019, at a cost of $1,454. Summer term covers June 1, 2019, through August 14, 2019, at a cost of $722. MALS students will be able to purchase coverage directly by calling USI NW at 800/251-4246.

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**TMS Monthly Payment Planner 2018–19**

Use this planner to help you determine what your monthly payments would be if you decide to use the TMS 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) 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.