



SAINT MICHAEL'S
COLLEGE
FOUNDED 1904

Welcome to

The Office of Student Financial Services





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Welcome to Saint Michael's College!

You've joined many other proud Purple Knights, past and present. Congratulations! The hardest part is done. The next step is managing payment and financial aid. The Office of Student Financial Services is here to answer your questions. This booklet provides important information pertaining to financial aid and billing.

Still have questions?

Website: <https://www.smcvt.edu/admission-aid/financial-aid/>

or

Email questions to FinAid@smcvt.edu

Due to remote work during the COVID-19 pandemic, we encourage you to contact us by email. We can also set up a phone call with you, or make special arrangements for an in-person visit to our office if necessary.

Students interact with our St. Mike's network in two ways:

mySMC Portal: <http://my.smcvt.edu/student>

- Your St. Mike's email
- Canvas (course web pages)
- KnightVision
- Housing application

Self-Service Portal: <http://selfservice.smcvt.edu/student>

- Access to your student account and billing



The Annual Financial Aid and Billing Cycle

In a typical year, students must complete the following tasks relating to financial aid and their college bill.

Step 1	File your Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov every year, if applying for need-based or federal financial aid.	October to March
Step 2	Apply for state aid according to the rules of your own state college assistance program.	During fall and winter
Step 3	Receive and review your financial aid letter.	<u>First year:</u> As soon as possible following admission <u>Returning Students:</u> June/July
Step 4	Determine your out-of-pocket cost using the Financial Planning Worksheet.	Upon receiving your letter
Step 5	Prepare for financing: - Alert St. Mikes of outside scholarships to expect - Enroll in monthly payment plan with CashNet - Apply for parent PLUS loans or private loans	Throughout the summer
Step 6	Review your college bill in your Self-Service portal.	Posted mid-July
Step 7	Accept or decline federal student loans and work-study, if eligible, through KnightVision on your mySMC student portal.	Mid-July to Mid-August
Step 8	If you are a first-time borrower of federal student loans go to www.studentaid.gov : - Complete entrance counseling - Sign the Master Promissory Note	Mid-July to Mid-August
Step 9	Waive the college student health insurance on the Wellfleet website if you already have comparable coverage.	Mid-July to Mid-August
Step 10	Pay your bill online in your Self-Service portal.	On or before the August due date
Step 11	If you did not waive the WellFleet student health insurance, pay the insurance premium charge added to your college bill.	Mid-September
Step 12	Check your account on your Self-Service portal for accuracy. Notify the Office of Student Financial Services of any concerns. Clear up any unpaid balance to avoid a hold on registering for spring semester courses.	Mid-September and throughout the fall semester
Step 13	Examine your second-semester college bill in your Self-Service portal.	Mid-December
Step 14	Pay your 2 nd semester bill online in your Self-Service portal.	On or before the January due date
Step 15	Check your account on your Self-Service portal for accuracy. Notify Office of Student Financial Services of any concerns. Resolve any unpaid balance to avoid a hold on registering for future courses.	Mid-February and throughout the spring semester





Verification

Some students' FAFSAs are randomly selected by the U.S. Department of Education for review, so you may be asked to provide additional documentation to Student Financial Services. The college is required to collect these documents before we can disburse federal aid. Documents may include:

- Parent or Student W-2's
- Copy of a signed tax return
- Verification Worksheet

You'll find the verification worksheet here on our website: <https://www.smcvt.edu/admission-aid/financial-aid/applying-for-aid/worksheets-forms/>

Most students will use the "Dependent" Verification worksheet.

Though having your FAFSA selected for verification is not cause for concern, it is important to respond to requests for documentation as quickly as possible, including letting us know if you have trouble obtaining documents. Not responding to SFS may hold up your financial aid letter, or the disbursement of aid. It is possible that verification will result in a change to your financial aid eligibility, but if changes are required, they are usually minor.

Saint Michael's College Prices

We publish the current year prices on our website here: <https://www.smcvt.edu/admission-aid/financial-aid/tuition-fees/>

• Undergraduate Program Tuition and Fees for 2020-2021

Tuition	\$46,175
Comprehensive Fee	\$2,000

• Housing Fees for 2020-2021

Traditional Dorms	\$13,600	} Comes with unlimited meal plan
Residence Halls Suites	\$14,570	
Aubin Hall	\$15,105	

Townhouse, double	\$10,475	} Comes with reduced 40-block meal plan
Townhouse, single	\$11,380	
Apartment, single	\$11,380	
Cronogue Hall	\$11,980	

Charges assessed to students will be reduced by scholarships and other financial aid. Use the Financial Planning Worksheet to determine what your out-of-pocket cost to the college will be:

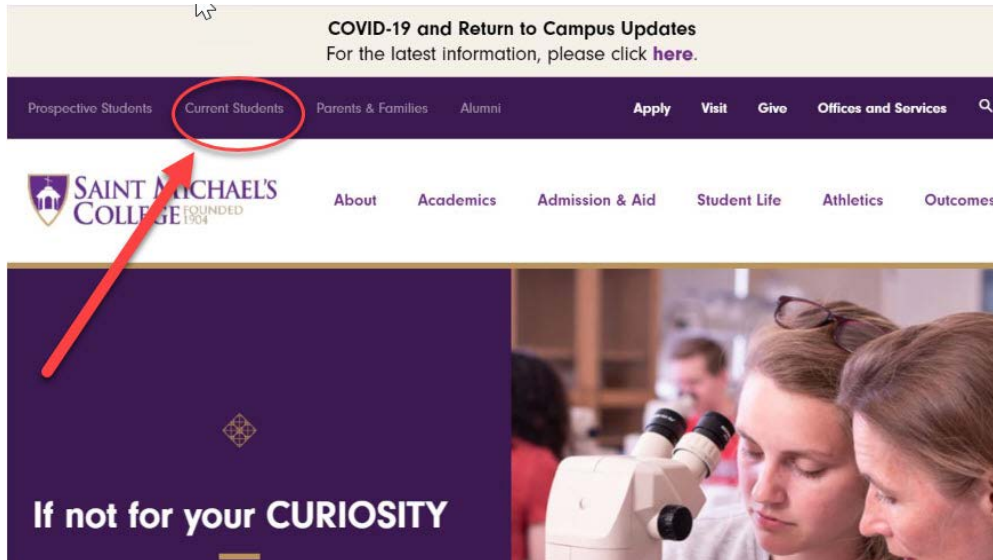
<https://www.smcvt.edu/admission-aid/financial-aid/applying-for-aid/worksheets-forms/>. Remember that some costs are not charged, such as for transportation and personal expenses.



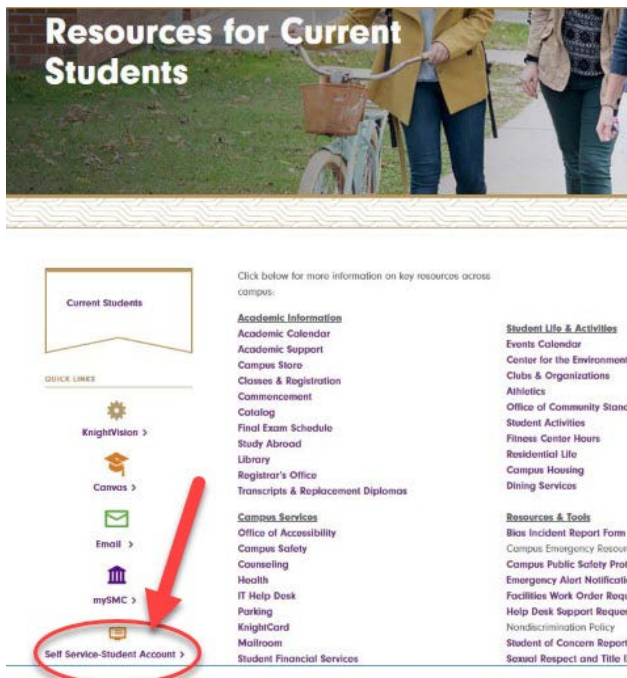
Your Self-Service Portal

Our student accounts are managed completely online, from billing to collecting payments. Rather than mailing invoices to students' homes, the college posts all student account activity (billed charges, payments made, financial aid) to the Self-Service portal.

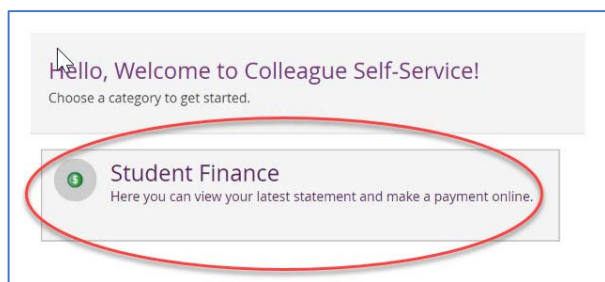
You can view your student account any time you like. To reach your Self-Service portal go to the main Saint Michael's College webpage at www.smcvt.edu and click "Current Students".



Then scroll down and click "Self Service-Student Account".



Next, you'll sign in with your MikeNet username and password. To access your bill, you will click the large "Student Finance" button to gain entry to the site.



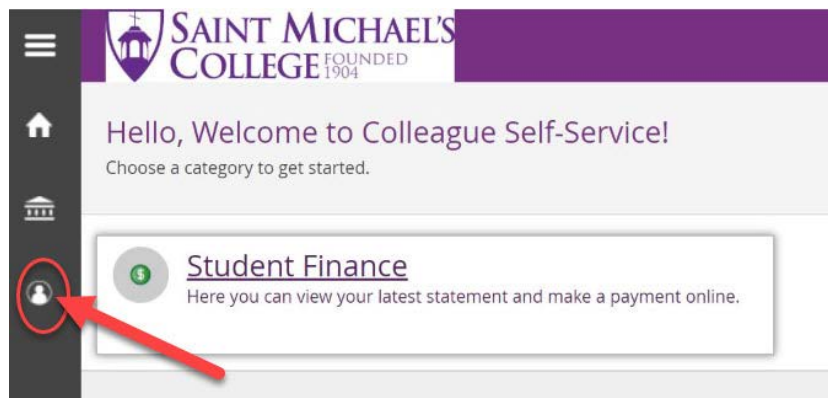
The front page displays a billing summary. An itemized breakdown is available by hovering over the light grey arrow tab near the top labeled Student Finance, then clicking Account Activity from the pull-down menu.

Assigning a Proxy

The first thing you need to do is assign a "proxy" -- an individual, usually a parent, who will be able to monitor and make payments on your behalf. You'll find complete information including FAQ's on our website here:

<https://www.smcvt.edu/admission-aid/financial-aid/billing-payment/proxy-account-access/>

From your Self-Service portal, click the "person" icon to open the proxy function.



Using the pulldown menu near the bottom of the page, you should see the individuals that you listed on your New Student Form after submitting your enrollment deposit. This individual(s) are your options available to assign as proxies. It is possible to assign someone other than these individuals. Contact our office for help with that.

When you select proxies, they will receive email instructions on how to set their own passwords. Please make certain that the email addresses we have on file for them are correct. They will receive a permanent user name and a temporary password (in 2 separate emails for security purposes). Other parents have reported back that these auto-generated username and password emails sometimes arrive in their *spam* folders.

Your new proxies will need to log in using their own user names and temporary passwords, not yours, and they must immediately change their passwords to something permanent. Until they have created a permanent password, they will be unable to do anything else. Once that's done, they will have access to your billing information.





Billing

It is up to students and their proxies to be aware of due dates and to keep tabs on their electronic bill, which they can access at any time. Check your bill for accuracy in the weeks leading up to and following the due dates.

- Fall semester 2020 due August 17th
- Spring semester 2021 due January 15th

If you see anything amiss, it is your responsibility to contact Student Financial Services. The college will post account activity to students' portals, but we won't track down students individually for their payments. Any unpaid balance left on a student's account will result in a hold on their course registration for the next semester or a diploma hold for graduating seniors.

Financial Aid

Your financial aid package contains a combination of scholarships from the college, if you filed a FAFSA, need-based college aid and/or federal financial assistance.

Scholarships

- Granted to you by Saint Michael's College – no repayment required.
- Renewable for up to eight semesters at St. Mike's. You do not need to reapply each year.

Need-Based Aid

- Eligibility is based on financial need
- Must reapply each year with the FAFSA
- Provided by the college, your state, or the U.S. Department of Education. Need-based *grants* do not need to be paid back. *Loans* must be repaid.

More details found on our webpage here:

<https://www.smcvt.edu/admission-aid/financial-aid/your-financial-award/>

Applying Your Financial Aid to Your Student Account

Scholarships and grants of all types will automatically be applied to your student account (remember that federal aid may require verification first). For federal student loans and work-study, you will accept or decline them in KnightVision. Upon acceptance and processing, loans will be applied to your account, minus a small origination fee charged by the Education Department. For work-study, you will have priority in hiring for campus jobs, but wages are paid to you like a paycheck rather than being applied directly to your account.

Here's how to accept or decline aid:

Log in to your mySMC portal with your MikeNet username and password: <http://my.smcvt.edu/student>

Go to [Knightvision](#) > [WebAdvisor For Students](#) > [Financial Aid](#) > [Accept or Reject My Financial Aid Awards](#) > [Financial Aid Year = 2020-21 Academic Year](#)

Click the box to accept the particular items you wish to keep and then "Submit" or Click the box to accept ALL.



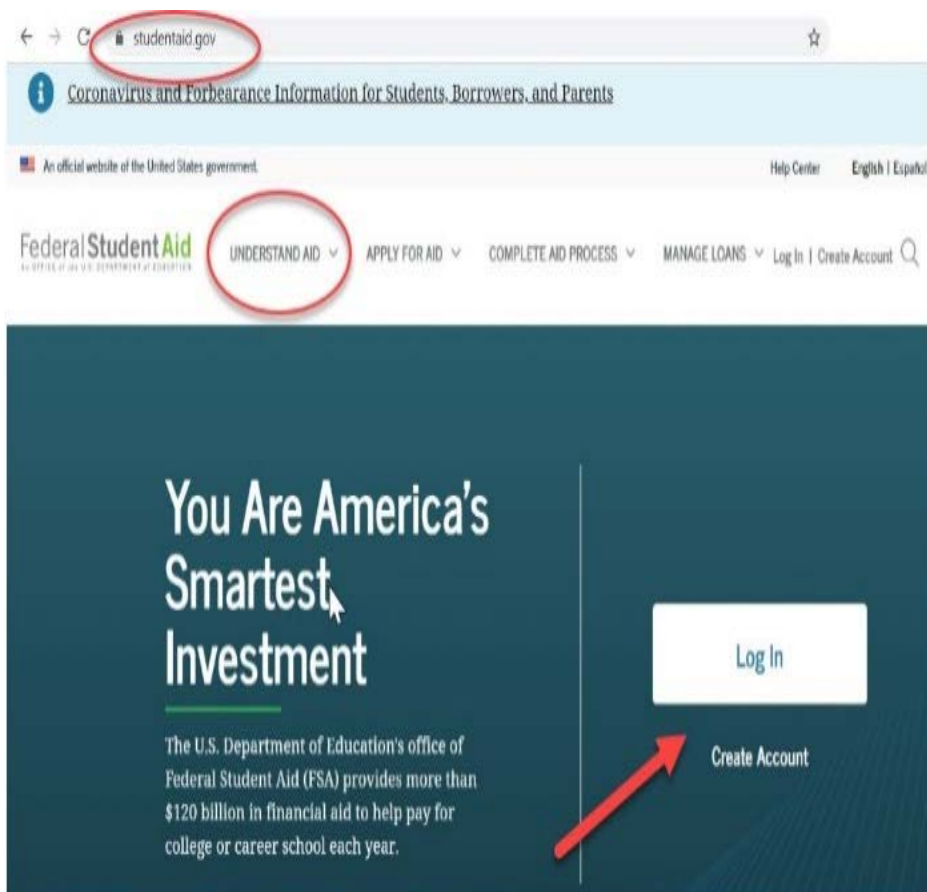
Federal Student Loans

Your student loans are there for you if you want them, but you don't *have* to borrow them. In fact, you may choose to take out only *part* of the loan if you wish. You should try to borrow as little as you possibly need. As mentioned above, you will need to accept or decline any loans or work-study offered. If you choose to accept loans, you may need to take additional steps on the <https://studentaid.gov/> website:

- Complete *Entrance Counseling* – a tutorial required by the Education Department to educate students about loans, if you have never before received a federal student loan.
- Sign the *Master Promissory Note (MPN)* – before your first semester at St Mike's. The MPN is your promise to pay back any loans you receive.

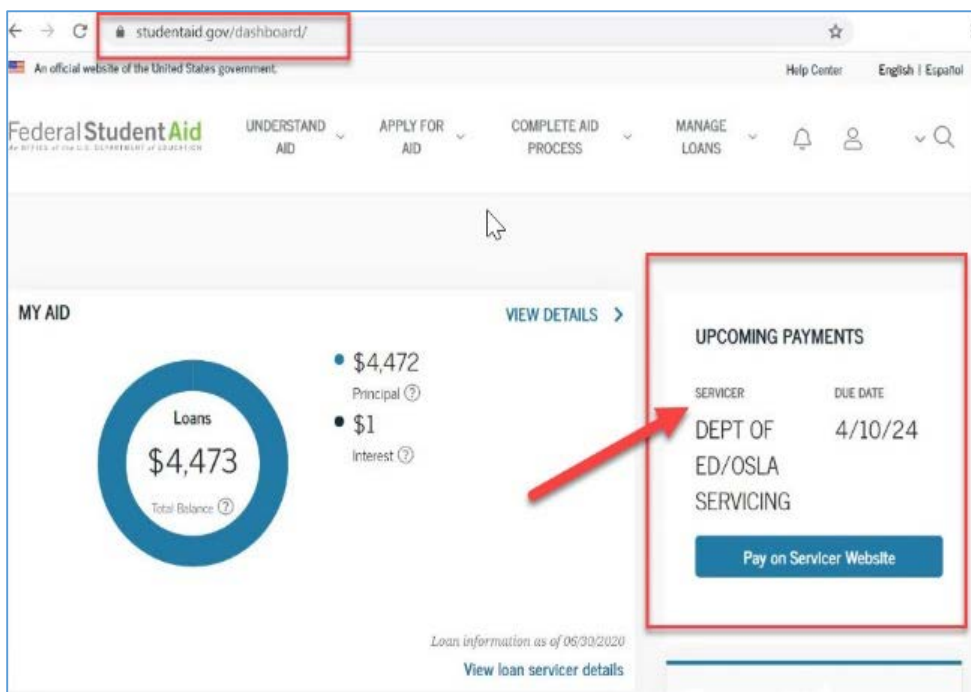
One advantage of borrowing from the Federal government is that you are not obligated to begin repaying the loans until after you graduate. Go to the federal website <https://studentaid.gov/> for complete information: [Understand Aid](#) > [Types of Financial Aid](#) > [Loans](#).

You can also log in with your student FSA ID to view your information, including your FAFSA results. Looking ahead, this is where you'll go to manage your federal loans over the years.



Below is a sample dashboard of a first-year student who has finalized and received just one federal loan, unsubsidized, so far. The right side panel contains the name of their loan servicer, the entity who will be collecting their payments going forward. In this sample, the loan servicer is OSLA Servicing. You can see interest accruing right away, even while this student is still a freshman.

With a subsidized loan, the interest would be paid by the government while the student is still in school, and won't begin accruing for the student until six months after graduating or dropping below half-time status. Though the student below is not obliged to make any payments until they graduate (in this case, year 2024), they can make individual payments at any time. It is the student's responsibility to communicate with their loan servicer, such as to update contact information.



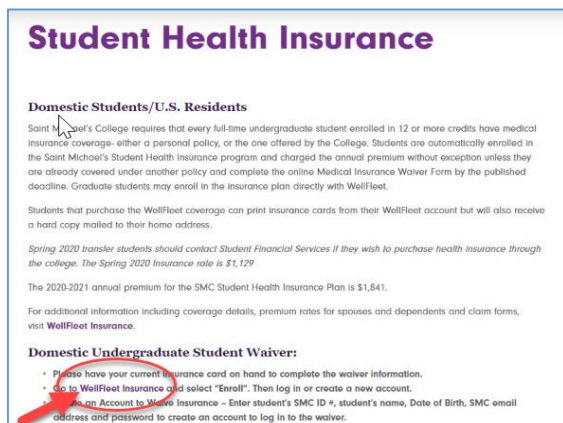
Student Health Insurance

All students are required to have health insurance. As such, they are charged an *additional* fee (\$1,841 in 2020-2021) for our St. Mike's student health insurance, unless they are insured through their family or some other source. **Students must waive the insurance by the bill due date if they don't need it. If they have not completed the waiver on time, they will be billed for health insurance.**

Our health insurance provider is WellFleet. For more details about the policy and coverage, go to <https://www.smcvt.edu/admission-aid/financial-aid/billing-payment/student-health-insurance/>.

The summer before your first year, you'll need to establish an account on WellFleet. (This only needs to be done one time while you are a student at St. Mike's.) If waiving coverage, please remember that the waiver is an *annual* requirement which must be completed each summer during the waiver period.

Go to the student insurance page from our website (link above). Click on the WellFleet Insurance link:



Student Health Insurance

Domestic Students/U.S. Residents

Saint Michael's College requires that every full-time undergraduate student enrolled in 12 or more credits have medical insurance coverage, either a personal policy, or the one offered by the College. Students are automatically enrolled in the Saint Michael's Student Health Insurance program and charged the annual premium without exception unless they are already covered under another policy and complete the online Medical Insurance Waiver Form by the published deadline. Graduate students may enroll in the insurance plan directly with WellFleet.

Students that purchase the WellFleet coverage can print insurance cards from their WellFleet account but will also receive a hard copy mailed to their home address.

Spring 2020 transfer students should contact Student Financial Services if they wish to purchase health insurance through the college. The Spring 2020 Insurance rate is \$1,129.

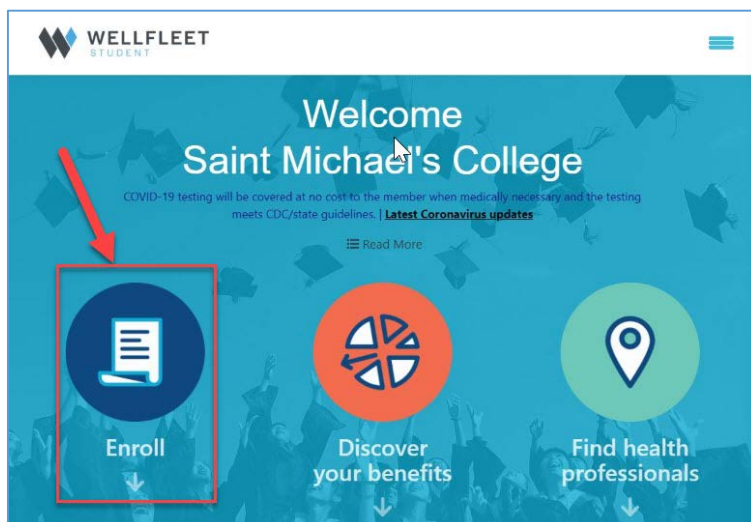
The 2020-2021 annual premium for the SMC Student Health Insurance Plan is \$1,841.

For additional information including coverage details, premium rates for spouses and dependents and claim forms, visit [WellFleet Insurance](#).

Domestic Undergraduate Student Waiver:

- Please have your current insurance card on hand to complete the waiver information.
- Go to WellFleet Insurance and select "Enroll". Then log in or create a new account.
- **Enroll to WellFleet Insurance** - Enter student's SMC ID #, student's name, Date of Birth, SMC email address and password to create an account to log in to the waiver.

Click on the "Enroll" tab/circle to establish your new account or complete the waiver if you already have an account.



WELLFLEET
STUDENT

Welcome
Saint Michael's College

COVID-19 testing will be covered at no cost to the member when medically necessary and the testing meets CDC/state guidelines. | [Latest Coronavirus updates](#)

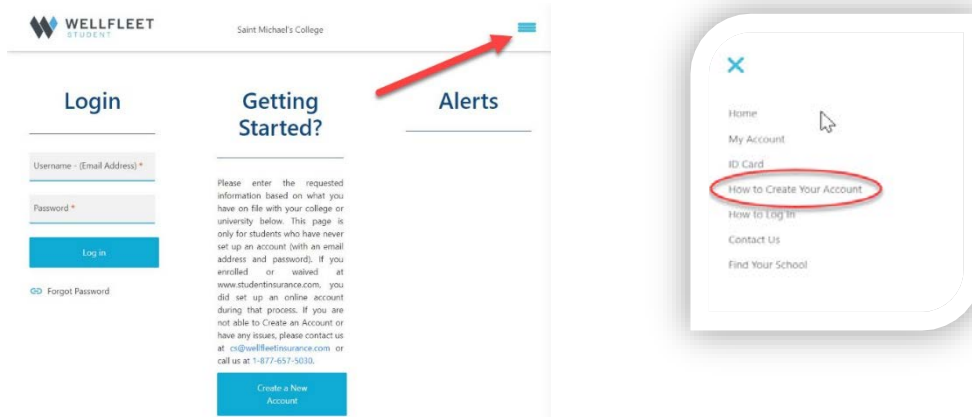
Read More

Enroll

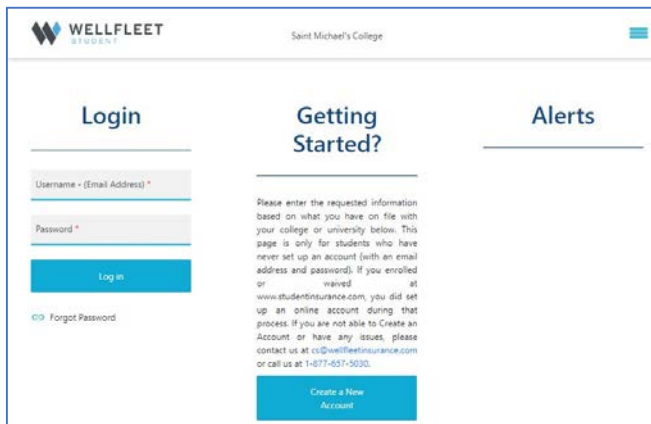
Discover your benefits

Find health professionals

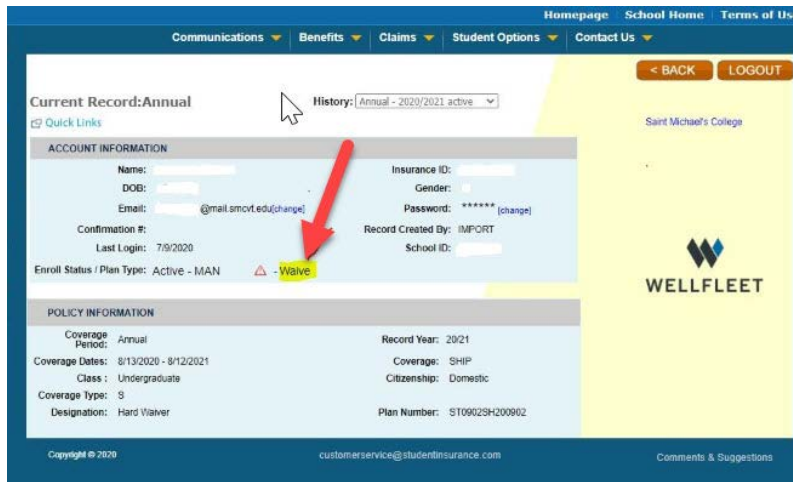
Open the menu in the upper right corner for directions on how to create a new account:



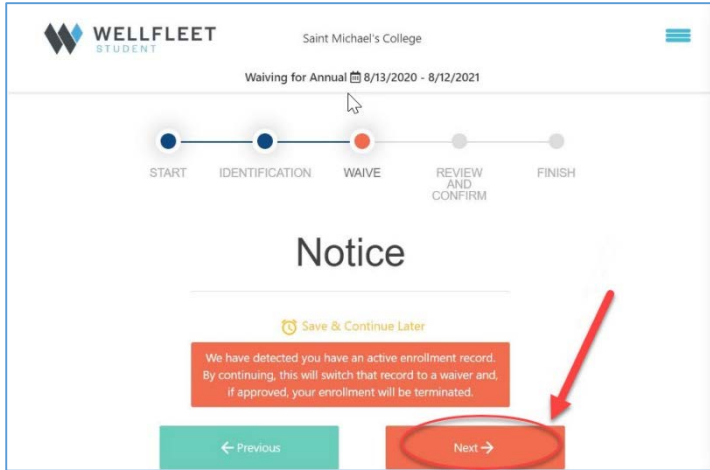
Once you've created a new account, be sure to save your login information in a safe spot. You'll need it for next year. If you will be waiving coverage, proceed to log in to your WellFleet account. Your Username is your Saint Michael's College email address.



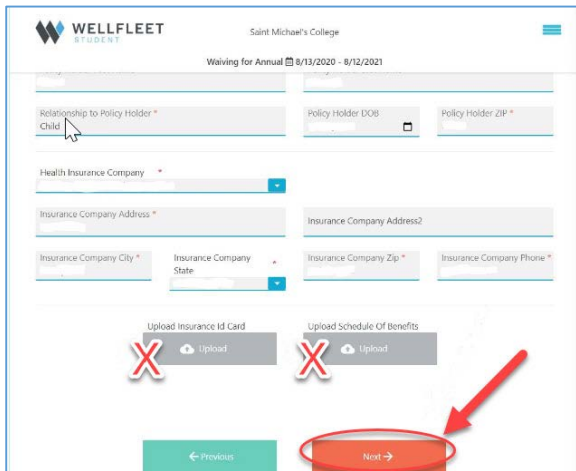
You'll be asked to review the Privacy Policy. Then you are brought to your own **Current Record** page. Click on "Waive":



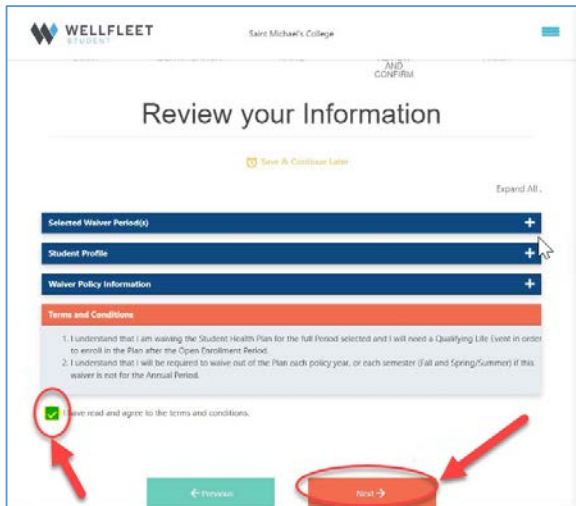
Complete the identification section. When this waiver **Notice** screen appears, click “Next”:



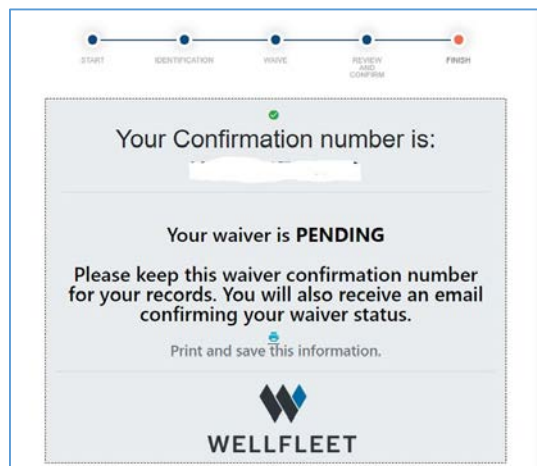
At the **Waiver Insurance Information** screen, input all of your current insurance information from your insurance card.



You'll have the opportunity to review what you have entered. If everything looks correct, check off that you have read and agree to the terms and conditions and click “Next”.



The following screen indicates that your waiver is *pending*. When it is approved, WellFleet will notify the college and will send you a confirmation email to your Saint Michael's College email address.



Monthly Payment Plan

We work with a third-party administrator called CashNet which offers a variety of payment plans. Families will make their arrangement directly with CashNet. St. Mike's is not privy to the details of these arrangements. We will receive an up-front, lump-sum payment from CashNet on a student's behalf each semester as applicable. Families decide how much they wish to finance and CashNet will divide that amount into manageable monthly payments. The family will make their monthly payments directly to CashNet, not the college.

12-month payment plan – enroll in May

10-month payment plan – enroll in July

8-month payment plan – enroll in September

Single-semester payment plans are also available.

- No interest
- Annual \$55 Enrollment Fee (enrollment fee is charged each year a family enrolls in a payment plan arrangement)
- CashNet charges a late fee if they receive your regular payment after the monthly due date

Families will often arrange to have the *bulk* of the college bill spread out over time, while having some small amount left to pay out-of-pocket on the fall semester due date and/or spring semester due date. Keep in mind that you can adjust your budgeted amount up or down during the year if necessary.

There is always a bit of guesswork involved when calculating the CashNet budget amount. Families should expect that their CashNet budget amount may differ from the final actual bill, since students may incur special fees, such as for a lab course or a parking fine. Each semester, it is not uncommon to have some small remainder due to be paid out-of-pocket or a credit amount carried forward on a student's account.

Find out more here: <https://www.smcvt.edu/admission-aid/financial-aid/billing-payment/payment-options/> Scroll down to "Payment Plan Options". CashNet will ask you to create an account to view the plans. You are not obligated to enroll in order to view their plans.



Paying your bill

When it's time to make a payment, you or your proxy can do that from the Self-Service portal. Your payment will immediately be credited to your account. Log in to your portal, then click on "Make a Payment".

Financial Information > Student Finance > Account Summary

Account Summary

View a summary of your account* to: "A summary of your account is below. To print a PDF stat..."

Account Overview	
Amount Due 8/30/2020	\$5,979.50
+ Amount Overdue	\$0.00
= Total Amount Due	\$5,979.50 Make a Payment
Total Account Balance	\$5,979.50 Account Activity

Two options are available:

- E-check direct debit from your bank checking account (no processing fee)
- Credit Card (2.5% processing fee applied)

The system cannot process payments from savings accounts or debit cards.

After the payment screen appears, click the "Student Receivable" box on the far left. You can simply pay the full balance listed or you can click inside of the purple rectangle to adjust and insert any other amount instead. Then choose your payment method and click "Proceed to Payment".

Financial Information > Student Finance > Make a Payment

Make a Payment

Use this page to make a payment on your account

Total Payment : \$100.00

Choose a Payment Method

- Web eCheck
- Web Credit Card
- Web eCheck

Proceed to Payment

Please Note: Amounts Due may include credit amounts.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	STUDENT RECEIVABLE	ADS	8/30/2020	\$5,979.50	\$ 100.00

Total Amount Due \$5,979.50

[Top of page](#)





Contacts for other common questions:

Knight Card

Knight Card Office

<https://www.smcvt.edu/offices-and-services/knight-card-office/>

Student Employment (Work-Study)

Career Education Center

<https://www.smcvt.edu/outcomes/career-education/career-launch-program/on-campus-student-employment/>

Charges for Parking Citations

Office of Public Safety

<https://www.smcvt.edu/student-life/health-and-safety/public-safety/parking/>

Charges for Room Damages

Department of Residential Life

Housing@smcvt.edu

