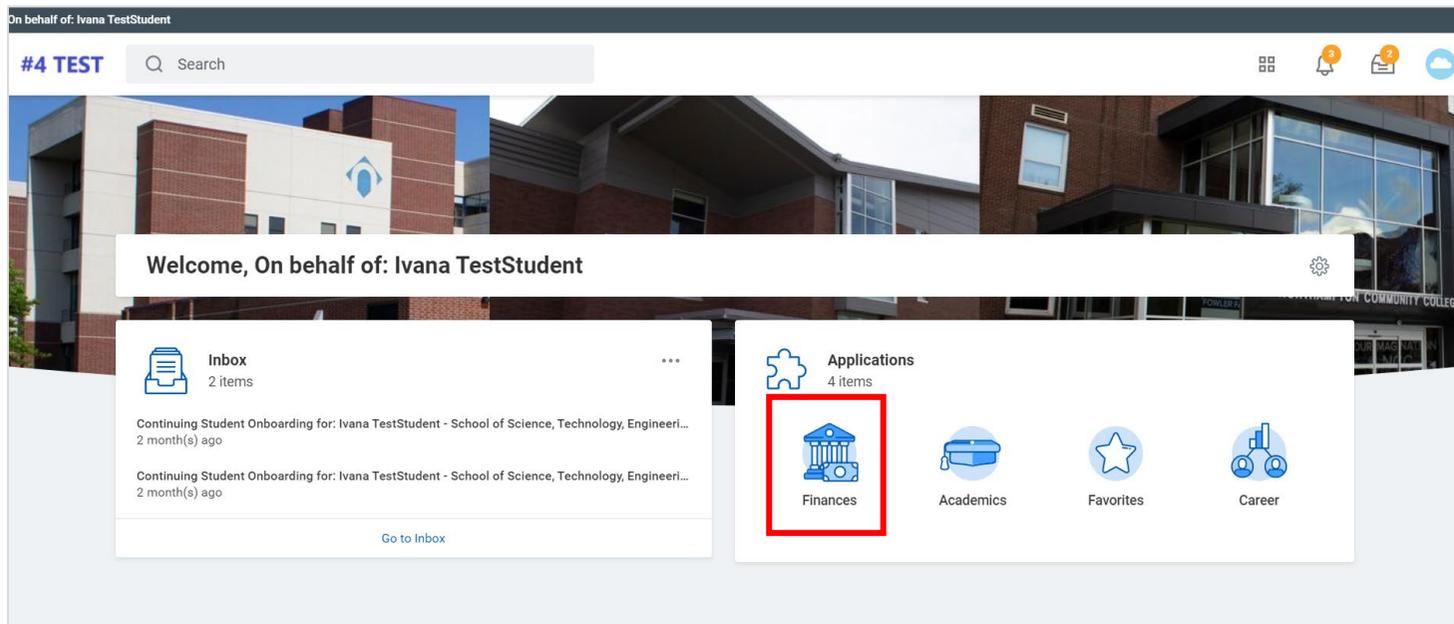




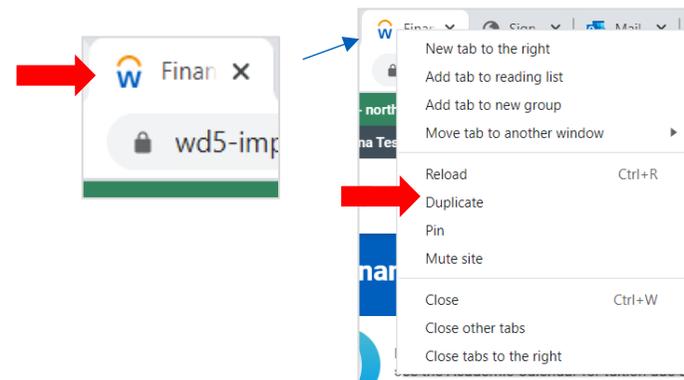
# Student Dashboard - Finances

## Overview

This is an overview of the Student Finances section of the "Finances" dashboard which includes information such as tuition & fees, view & print a statement, how to make a payment or enroll in the payment plan and set your refund preference.



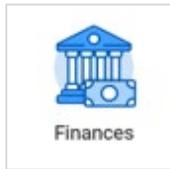
1. Open a "Duplicate" Workday browser tab – This helpful step allows you to keep the original "Finance" Dashboard open so you can reference the data as you click and punch out to "Make a Payment" using the online student payment portal.
  - a. Right-click on the currently open Workday browser tab and choose "Duplicate"





# Student Dashboard - Finances

2. Click on "Finances" application.



3. Finances Dashboard

Finances

Billing for FA21 will be available on June 1st. Please check back here under "Finances" to view charges & statements. After June 1, you can enroll in a payment plan, or make a payment in full using our new online Student Payment Portal. Please see the Academic Calendar for tuition due date and other important date information: <https://www.northampton.edu/academics/academic-calendar.htm>

View More

Account Activity

4,160.51 Total Account Balance

1,818.17 Due Now

View Statement

Make a Payment

View Details

Outstanding Charges

2,818.17 Past Due

0.00 Current Due

1,342.34 Future Due

My Account

BankMobile - Student Refund Portal

View Account Activity

View Statement

Financial Aid

View Financial Aid

Accept/Decline Awards

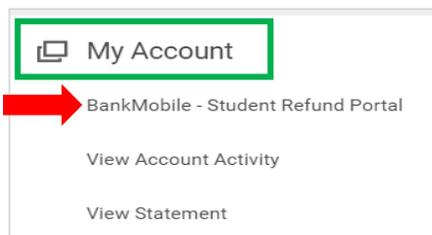
My Financial Aid Action Items

Charge Summary by Academic Period

Due Date	Academic Period	Charge	Charge Amount
12/16/2020	Fall 2020	Tuition	1,008.00

Activate Windows  
Go to Settings to activate Windows.

4. Under "My Account" click on "BankMobile – Student Refund Portal" to set up refund preference.



BankMobile Disbursements

ADMINISTRATORS STUDENTS FINANCIAL LITERACY ABOUT CONTACT STUDENT ACCOUNT LOGIN

## REFUND CHOICES

Your school has partnered with BankMobile Disbursements to deliver your financial aid refund.

When it comes to deciding how to get your money, you deserve choices. Your choices include:

**DEPOSIT TO AN EXISTING ACCOUNT** – Money is transferred to an existing account the same business day we receive funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.

**DEPOSIT TO A BANKMOBILE VIBE CHECKING ACCOUNT** – If you open a BankMobile Vibe Checking Account (upon identity verification), money is deposited

Activate Windows  
Go to Settings to activate Windows.

View Statement

5. Click on **View Statement** to see your current statement.  
a. Enter the "Academic Period", click "OK"

View Statement

Academic Period \*

OK Cancel



# Student Dashboard - Finances

6. To print a statement for your records, click

Generate PDF

**NOTE:**

- a. Students will no longer receive paper statements in the mail. They will need to self-serve and print from here.
- b. See **“Definitions”** of statement terms.

View Statement #16
📄 📄

Student	Ivana TestStudent	Date Range	(08/30/2021-12/18/2021)
Student ID	1011229	Anticipated Due	1,342.34
Academic Period	Fall 2021	Charges	5,236.00
Academic Level	Undergraduate	Applied Payments	3,893.66
		Anticipated Payments	0.00
		Refunds	0.00

Generate PDF
View a Different Statement
Make a Payment

Turn on the new tables view

Charges 3 items		
Date	Charge	Amount
01/13/2021	Tuition	1,500.00
02/04/2021	Tuition	400.00
07/01/2021	Apartment - Double	3,336.00

Sample Statement:

Bursar's Office/Office of Student Accounts  
3835 Green Pond Road, Bethlehem, PA 18020

Ivana TestStudent  
3835 GREEN POND RD TEST LINE LENGTH  
BETHLEHEM, PA 18020  
UNITED STATES OF AMERICA

### STATEMENT OF STUDENT ACCOUNT

Statement Date:	Student ID
May 21, 2021	1011229

Statement Summary as of 05/21/2021

Past Due:	Current Due:	Future Due:	Due Now:
\$2,818.17	\$0.00	\$1,342.34	\$2,818.17

Total Account Balance:	\$4,160.51
------------------------	------------

- Log into your Student Account to make a payment, enroll in a payment plan, or send a payer invitation to a third party. Valid payment types include credit, debit, bank transfer, or wire. Checks payable to Northampton Community College.
- Please see academic calendar for important semester information.
- For Student Account questions, contact the Bursar's Office ([bursar@northampton.edu](mailto:bursar@northampton.edu)).
- For Financial Aid questions, contact the Financial Aid or Scholarships offices ([financialaid@northampton.edu](mailto:financialaid@northampton.edu)).
- For records or registration questions, contact the Records office ([record@northampton.edu](mailto:record@northampton.edu)).

**Ivana TestStudent**

Description	Charges	Credits
<b>Statement Charges</b>		
Tuition	1,500.00	
Apartment - Double	3,336.00	
Tuition	400.00	
<b>Total Statement Charges</b>		<b>\$5,236.00</b>

Transaction Date	Financial Aid / Payments (Disbursed)	Payments Received
02/01/2021	Cashnet Payment Plan Payment	1,209.00
02/08/2021	Cashnet Payment Plan Payment	1,342.33
02/23/2021	Cashnet Payment Plan Payment	1,342.33
<b>Total Student Payments</b>		<b>\$3,893.66</b>
<b>NET ANTICIPATED BALANCE CURRENT PERIOD</b>		<b>\$1,342.34</b>

**Definitions:**

**Past Due Charges** – charges that haven't been paid yet and were due in the past.

**Current Due Charges** – charges that are due within the next 30 days.

**Future Due** – Charges that are due in more than 30 days.

**Due Now** – the amount currently owed. This is the sum of your past due charges and current charges, minus any pending financial aid toward your account.

Statement Summary	
<b>Past Due:</b>	<b>\$2,818.17</b>
<b>Current Due:</b>	<b>\$0.00</b>
<b>Future Due:</b>	<b>\$1,342.34</b>
<b>Due Now:</b>	<b>\$2,818.17</b>

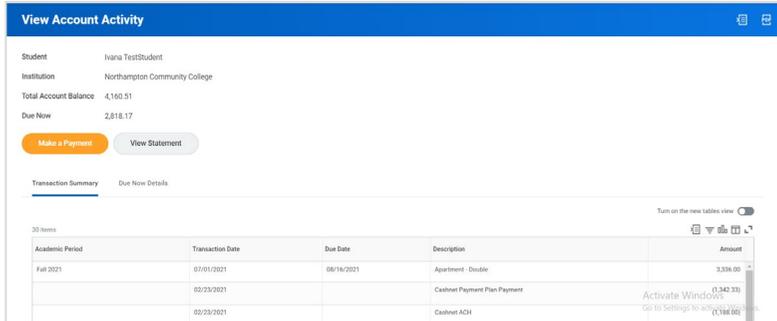
3

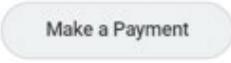


# Student Dashboard - Finances

## 7. View Details

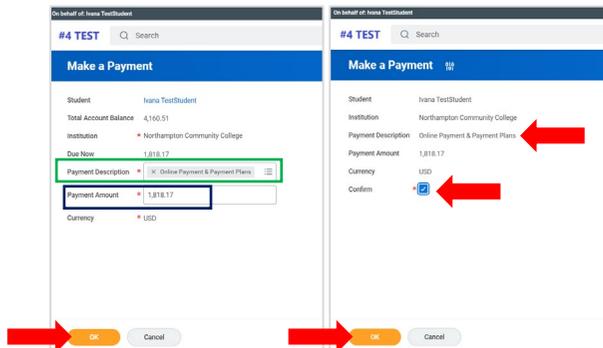
- a. From the "Finances" dashboard, under "My Account", click "View Account Activity".



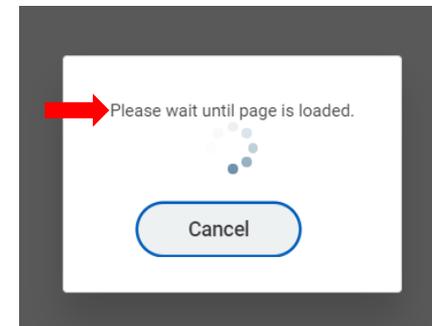
- 8. Click on  to be taken to the Online Student Payment Portal.

## 9. "Payment Description" choose "Online Payment & Payment Plans".

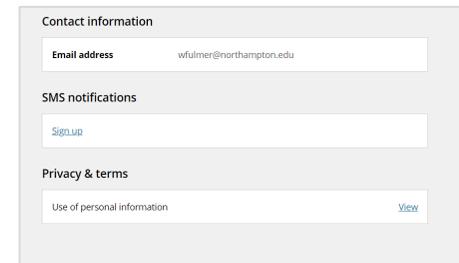
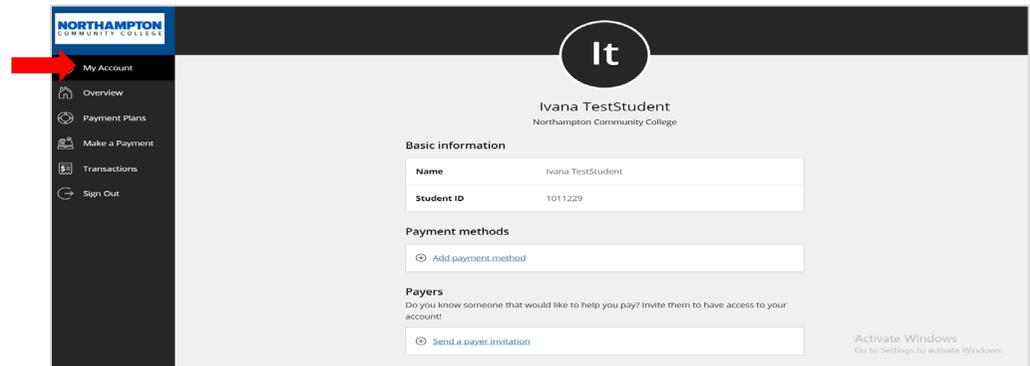
- a. "Payment Amount" – must enter a dollar amount (this can be any amount other than \$0.00. This does not reflect the amount you will be paying just a field that needs to be populated to get you out to the online student payment portal site.)
- b. Click "OK".
- c. Check the "Confirm" check box, click "OK".



- 10. You will then see a message letting you know the page is loading and will be taken out to the "Online Student Payment Portal".



- 11. Account information is in the "My Account" tab.





# Student Dashboard - Finances

12. "Overview" tab includes balance information.

Summary		
2021 Fall: Fall 2021		\$5,000.00
Next payment due 8/1/21		\$1,062.50
Spring 2021		\$100.00
<b>Balance</b>		<b>\$5,100.00</b>
Minimum due		\$100.00

13. "Payment Plans" tab includes information on payment plans.

- a. "Payment Plan" enrollment must be completed online and corresponding monthly "Payment Plan" payments must be made online through this payment portal.

Need to enroll in a payment plan?  
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

14. "Make a Payment" tab – make a payment to your account from here.

- a. Payments will be applied to oldest balance.
- b. "Payment plan" payments are applied to specific plan.

Screen below shows no payment due:

Nothing is available for payments right now  
Your account does not currently have any outstanding charges.

If payment due, enter payment method and complete required \* fields:

Payment amount: \$1,162.50

How would you like to pay?

\* Payment method [Change](#)

New credit or debit card

Enter credit card information

\* Card number

\* Expiration date (MM / YY) \* Security code

\* Zip/Postal code

Save card for future use



# Student Dashboard - Finances

15. Is someone else paying on your behalf? Business, Friend or Family Member?



DO NOT SHARE YOUR STUDENT LOGIN INFORMATION!



SEND A PAYER INVITATION

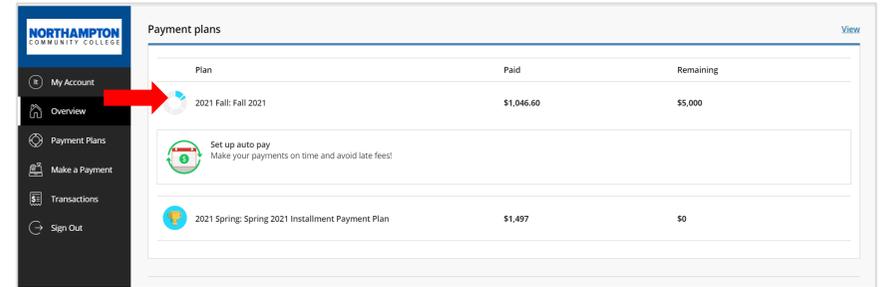


**Do you want help paying?**

Do you know someone that would like to help you pay? Invite them to have access to your account!

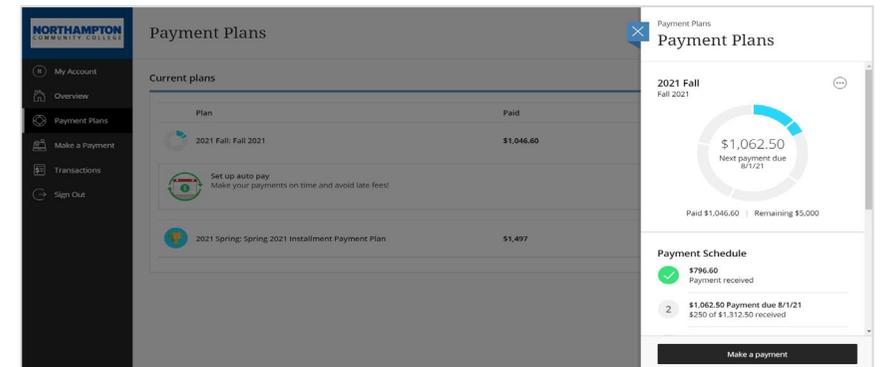
[Send a payer invitation](#)

16. If the student is already enrolled in a payment plan, the screens will look like this.



Payment plans

Plan	Paid	Remaining
2021 Fall: Fall 2021	\$1,046.60	\$5,000
2021 Spring: Spring 2021 Installment Payment Plan	\$1,497	\$0



Payment Plans

2021 Fall  
Fall 2021

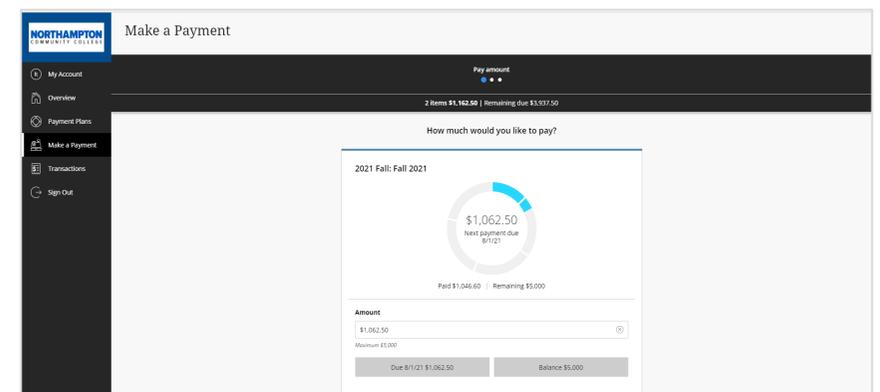
\$1,062.50  
Next payment due 8/1/21

Paid \$1,046.60 | Remaining \$5,000

Payment Schedule

- \$796.60 Payment received
- \$1,062.50 Payment due 8/1/21
- \$250 of \$1,312.50 received

Make a payment



Make a Payment

2 Items \$1,162.50 | Remaining due \$3,937.50

How much would you like to pay?

2021 Fall: Fall 2021

\$1,062.50  
Next payment due 8/1/21

Paid \$1,046.60 | Remaining \$5,000

Amount: \$1,062.50

Due 8/1/21 \$1,062.50 | Balance \$5,000



## Student Dashboard - Finances

17. Payment receipts will show in the “Transactions” tab.

The screenshot shows the Northampton Community College Student Dashboard. The left sidebar has a red arrow pointing to the 'Transactions' tab. The main content area displays 'Recent transactions' with a table of payment receipts.

Date	Description	Receipt	Amount
5/5/21	2021 Fall: Fall 2021 <span>Pending</span>	#1039	\$12.00
4/20/21	2021 Spring: Spring 2021 Installment Payment Plan	#1025	\$35.00
4/20/21	2021 Spring: Spring 2021 Installment Payment Plan	#1024	\$1,497.00

**NOTE: Financial information is updated nightly, updates and/or changes to your account (e.g., tuition and fees) will not be visible until the following day.**

18. When finished, make sure to sign out completely from the portal.

The screenshot shows the Northampton Community College Student Dashboard. The left sidebar has a red arrow pointing to the 'Sign Out' button. A confirmation dialog box is displayed in the center of the screen, asking 'Are you sure you want to sign out?' with two options: 'Sign out' and 'Stay signed in'.