

Benedictine College partners with TouchNet, a leading provider of online software for student tuition billing, payments and electronic refunds. Online bill pay gives you and your parents 24/7 access to view and pay your bill, with real-time updates.

EASY Gain immediate access to your current bill, your current account balance, and unbilled student activity. You are only a couple clicks away from viewing your bill and making a payment. And it's easy to give your parents access too!

SECURE Pay online using a credit card or electronic check knowing your information is secure using industry standard protection.

CONVENIENT Want to know when a new statement is available? Check your email. Want to make a payment during a study break at the library? No problem. Access your student bill through a web browser on your SmartPhone, tablet or laptop, anywhere, anytime.

FAST Scrambling to meet payment deadlines is a thing of the past. Payments made through our eBill system will update your student account in real-time.

Parents: your Benedictine College student can give you direct access to the secure TouchNet software by setting you up as an Authorized User. See instructions on page 3.

HOW TO VIEW AND PAY YOUR BILL ONLINE



1. LOG IN TO RAVENZONE

All students are issued a username and password to access RavenZone.

- 2. CLICK 'VIEW AND PAY ACCOUNT'

in the middle of the page.



Electronic Authorization

As a student at Benedictine College, charges for tuition, room, board, fees, miscellaneous charges, etc. will be assessed to the student's billing account. Financial aid, as well as payments, will be processed as credits against the charges as a way of reducing the net amount due from each student I understand failure to pay the balance due by required eachinge may result in additional charges to my student account. Student billing information is communicated through the <u>Benedictine College assigned student email account only</u>.

I understand Benedictine College Reserves the Right To:

Refuse to admit students to class who have not met payment terms. Student are required to maintain their accounts in current sterus in order to proceed in the registration process each term. The college may revoke a student's privilege to an early registration scheder for the following semester if the student's account becomes delinquent for any reason.
 Hold student records until the student's account has been settled.

 Assess interest charges, late charges, administrative charges, collection fees up to 50% of the outstanding principal and interest, attorney fees, and any other costs associated with or which accrue due to the delinquent states of a student and/or payment plan account. Delinquent accounts may also be referred to collection agencies chosen by Benedicting Design and ottification may also be given to credit bureaus.

I understand and agree that Benedictine College of anyone working on its behalf, may contact me at the current or any future cellular/wireless number that I provide by manually diving the number, by using automated dialing technology or by text messages.

By clicking T Agent below, I confirm receipt of this disclosure and financial responsibility for the educational services received as a student at Benergene College.



3. SELECT 'I AGREE' on the Electronic Authorization in order to proceed (this consent agreement only appears the first time a student logs in).



4. THE STUDENT IS NOW IN TOUCHNET,

allowing him/her to view account activity, make a payment, enroll in a semester payment plan and electronic refunds (eRefund), among other things.

HOW TO CREATE AN AUTHORIZED USER



Note: An Authorized User can be anyone the student wants to give permission to see his or her student bill, payments on account, etc. It can be a parent, grandparent, anyone who helps the student understand his/her financial situation at Benedictine College.

1. LOG IN TO RAVENZONE

After the student has logged in to RavenZone and selected 'View and Pay Account,' the student is directed to TouchNet's secure website.

2. UNDER THE 'MY PROFILE SETUP' CLICK 'AUTHORIZED USERS.'

3. TYPE IN THE EMAIL ADDRESS

of the person the student chooses to receive notification of his or her tuition billing information. Please read both questions, answer accordingly, and click 'Continue.'

4. PLEASE READ THE AGREEMENT ON THIS SCREEN,

check the box labeled 'I Agree' and 'Continue' (Print agreement for your records if a hard copy is desired).

HOW TO CREATE AN AUTHORIZED USER (CONTINUED)

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5. THIS SCREEN SHOWS THE STUDENT HAS SUCCESSFULLY SET UP AN AUTHORIZED USER, and an email notification will be sent to the email

address the student input for the Authorized User. Note that the student may add more than one Authorized User.

5A. THE AUTHORIZED USER WILL RECEIVE TWO EMAILS, similar to those at the left. The first email has the Authorized User's username, and the second has a temporary password. Each Authorized User will have to change the password when he/she first logs in.

5B. QUICK ACCESS FOR AUTHORIZED

USERS: The link to TouchNet is found on the Benedictine College website at **www.benedictine.edu**. First, click on 'Resources' found in Quick Links. Then, click on 'Student Billing'. On the right, click on 'Authorized User Link to TouchNet'. Input the username and password given in the emails.

IMPORTANT RAVENZONE SECURITY TIP:

When logging out of TouchNet, this screen pops up. Students must select 'click here' in bold to close out of TouchNet, which sends them back to their RavenZone account. Students must then select 'Sign Out' (located in the dropdown under the student name in the upper right corner) to fully log out of RavenZone.

OFFICE OF STUDENT BILLING

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Laura Hammersmith Cashier 913.360.7403 lhammersmith@benedictine.edu

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Tona Stone

Student Collections Specialist 913.360.7405 tstone@benedictine.edu