

## Payment Policy

The following policies and procedures are in effect for all Crummer Graduate School of Business students:

### Billing

Each student registered will receive a monthly statement from the Rollins College Office of the Bursar. You should retain this statement for tuition reimbursement purposes and submit it, along with your transcript, to your company at the end of each term. Students also have access to transcripts, schedules and account details via Foxlink. To request a copy of your schedule bill please call the Bursars office at (407) 646-2297.

### Payments

All tuition payments can be made with check in person at the Bursar's office window in the Warren Administration Building between the hours of 10:00 a.m. and 4:30 p.m. Monday - Friday. Payment by check can also be made online via e-check or mailed to: Rollins College, P O Box 550748, Tampa, FL 33655-0748. Please be sure to put your R-number on the check.

Payment Method	Service Fee	Notes:
MasterCard	2.75%	Must be made on line at <a href="http://foxlink.rollins.edu">foxlink.rollins.edu</a>
E-check	0%	At <a href="http://foxlink.rollins.edu">foxlink.rollins.edu</a> under Student Services option
Cash, Check, Money Order Only	0%	Accepted at Bursars office or by mail
Discover	2.75%	Must be made on line at <a href="http://foxlink.rollins.edu">foxlink.rollins.edu</a>
American Express	2.75%	Must be made on line at <a href="http://foxlink.rollins.edu">foxlink.rollins.edu</a>
VISA	N/A	Not Accepted

## On-Line Billing & Payment User Guide

- Students access via FoxLink
- Authorized or Guest Payers access QuikPay® at [www.rollins.edu/finance/bursar](http://www.rollins.edu/finance/bursar) and select Online Billing & Payment System. **Pop-up blockers must be disabled.**
- Log-in under Student & Financial Aid or Personal Information in FoxLink by selecting Student Account Information. **Pop-up blockers must be disabled.**
- Menu options are listed on the left hand side of the screen in QuikPay®.
- Select **User Preferences** to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail payment confirmation or an e-mail notification when an authorized payer makes a payment.
- Select **Payment Profiles** to enter credit card and banking information for electronic check payments. These profiles will be stored, so you do not have to enter the information each time you make a payment.
- Select **Authorize Payers** to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account on-line through the Authorized Payer link. The Authorized Payer link is available at [www.rollins.edu/finance/bursar](http://www.rollins.edu/finance/bursar) by selecting Online Billing and Payment System.
- Select **View Accounts** to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
- Select **Make Payment** to submit an on-line payment to your account.
- Select **Payment History** to review payments made to your account via the on-line payment site.
- Select **Contact Us** in the top right hand corner or call 407-646-2252 if you need assistance.
- Log off is located in the top right hand corner. Your FoxLink session will remain active while you are in the QuikPay® site and will reappear on your screen when you log off QuikPay®.