Waiver processes are expected to be available by mid-November.

**Health Insurance Waiver/Enrollment—$1,054 for Spring**

Waiver/Enrollment: [www.universityhealthplans.com](http://www.universityhealthplans.com)

- Choose Nichols College
- Follow the instructions to waive the insurance or complete the self-enrollment form to accept the insurance
- **Note:** Nichols College has changed insurance providers to Blue Cross Blue Shield effective for the 2015-2016 year. The waiver/enrollment process is now offered through University Health Plans, Inc.

**Dewar Refund Insurance Fee — $108 per semester**

The Tuition Refund Plan is an optional insurance plan that may help cover the financial obligations if you need to withdraw from Nichols College for medical reasons.


- You are automatically charged this fee and must waive it if you do not wish to purchase the insurance
- Choose the Waiver Form Tab
- Enter your student information and submit

**Policies & Forms**

**Financial Obligation Agreement**

All NEW students must complete the Financial Obligation Agreement Form by January 4

Form: [my.nichols.edu](http://my.nichols.edu)

- In the Menu, choose Student Financial Services, and then Student Accounts.
- In the Directory under Day Students, choose Forms.

**Late Payment Fee — $250 per semester**

- A late fee is assessed to all accounts with a balance due after the payment due date. There is a grace period of 3 business days.

Note: The payment due date reflects the date that the payments must be received.

**Parking Fee & Decal**

Public Safety will send students an email about how to obtain a parking decal. There is a limited number of parking decals.

The student account will be charged a parking fee of $130 per semester upon confirmation by Public Safety.

**Part-Time Students**

If you will be attending Nichols College as a day division student and will be taking less than 12 credits, please contact Student Financial Services.

**Part time students:**

- Not eligible for housing
- Not eligible for collegiate sports
- Financial aid packages will need to be recertified
- Tuition and fees will be adjusted

**Special Billing**

Please note that it may take additional time for all specialty billing updates to occur: part-time students, GI Bill programs, internship adjustments, study abroad programs, etc.

**Statements/Account Activity**

See reverse side for payment methods and how to view your electronic statements.

**MyNichols Portal**

**Parent Access**

Username: nicholsparent
Password: Bison01571

Access to WebAdvisor or other restricted information is not available with the parent password.
Book Vouchers

Vouchers may be issued to students that have an anticipated credit balance due to pending financial aid. Vouchers will not be issued for credits due to the Tuition Management Systems (TMS) monthly payment plan.

Book vouchers may be used at the Nichols College bookstore to purchase books and supplies. Contact Student Financial Services to request a voucher.

Contact Information

Residence Life Office
Email: reslife@nichols.edu
Phone: 508-213-2480

Public Safety Department
Email: publicsafety@nichols.edu
Phone: 508-213-2298
Fax: 508-213-2055

Mandatory Student Accounts Forms

ALL students on a yearly basis:
♦ Financial Obligation Agreement

New and Transfer students:
♦ Financial Information Release Form
♦ Financial Aid Funds Authorization

The forms can be found on the MyNichols Portal.

Work Study

♦ Work Study funds do not appear on the statement. The aid cannot be deducted from the balance due on the statement.

♦ Students must find a work study eligible job at Nichols College and earn these funds. The funds are paid directly to the student in the form of a paycheck for hours worked.

♦ Students who have not had previous employment at Nichols College will be required to have two forms of ID to be enrolled in the payroll system. A picture ID is required (license). The second ID can be a birth certificate or social security card.

Payment Options

Nichols College accepts many forms of payment:

♦ **Check/Credit Card**: Payments may be made online at the Student Account Center. You may pay by direct withdrawal from a bank account (routing and account numbers required) or by credit card/debit card. Please note that our payment vendor, Tuition Management Systems (TMS), charges a convenience fee for credit card/debit card payments.

♦ **Financial Aid/Loans**: Your financial aid (grants and loans) will be listed under “Pending Financial Aid” on the statement.

♦ **Mail Checks to**:
  Nichols College
  P.O. Box 809190
  Chicago, IL 60680-9190

  Memo Section: Student ID#, payment term (2016SP for the Spring term), and the student name (if different from name on check). If you are paying for multiple students, please mail one check per student.

♦ **Outside Scholarships**: Students must forward documentation for every outside scholarship that they would like to have shown on the student account to Student Financial Services.

♦ **Payment Plan**: Tuition Management Systems (TMS) is our payment plan vendor. You may enroll at the Student Account Center.

  You may also notify us in advance in regards to private loans, 529 plan disbursement requests, and GI Bill or other military tuition assistance programs. You may need to supply supporting documents.

Please contact the Student Accounts Office if you have questions about an alternative form of payment.

Statements and account activity are available electronically on the Student Account Center.

Paper statements are not mailed (except for the initial statement to freshman and transfer students).

@NICHOLS_SFS Follow us on Twitter for updates on scholarship opportunities!