

# Financial Aid Information

Welcome to Gustavus! Our team in the Financial Aid Office is ready to help you. We want to take this moment to help you get to know the resources available to you, some common forms, and a few action items before you arrive on campus.

In this packet are informational materials and forms that need to be completed before arriving on campus.

Please note that many of the forms can also be found online at [gustavus.edu/firstyear/checklist](https://gustavus.edu/firstyear/checklist).

## STATEMENT OF FINANCIAL RESPONSIBILITY

[Statement of Financial Responsibility | Due January 10](#)

The Statement of Financial Responsibility (SFR) is required of all students before their first day of class attendance. This form indicates who, in addition to the student, is responsible for the payment of fees and makes it possible for the College to offer a variety of payment options to students and those also responsible for the payment of tuition and fees. BOTH the student and at least one parent/legal guardian or guarantor MUST complete the SFR electronically unless the student is married or at least 24 years of age. If you have questions or concerns, please reach out to the financial aid team. Please complete the form electronically with the link at [gustavus.edu/firstyear/checklist](https://gustavus.edu/firstyear/checklist) or at [gustavus.edu/finance/students.php#sfr](https://gustavus.edu/finance/students.php#sfr).

**The form is completed online. To complete the form, please follow the following steps:**

1. Click on the above link.
2. Enter in your email address and parent/guardian email address.
3. Click on the link in the email sent to you and complete the student portion of the form. Click Done.  
An email will then be sent to the parent email that you entered to complete their portion of the form.

## STUDENT ACCOUNT CENTER VIA TOUCHNET

[Student Account Statement | Due January 10](#)

TouchNet is a secure and convenient way to pay for all tuition, room, meal plans, and fees which are charged to your student account at Gustavus. TouchNet offers monthly payment plans, and families can make a one-time payment using a bank account (e-check), Visa, MasterCard, Discover, or American Express.

Students will be able to access TouchNet from their MyGustavus account or at [gustavus.edu/touchnet](https://gustavus.edu/touchnet). Students will be required to use single sign-on to access their accounts on TouchNet.

Parents will be able to access their student's account at [gustavus.edu/touchnetpayer](https://gustavus.edu/touchnetpayer) once they have been granted access by the student as an authorized user. Parents will need a TouchNet log in name and password to access TouchNet. [gustavus.edu/finance/students.php](https://gustavus.edu/finance/students.php)

For further information about TouchNet and payment plan options, please visit the following link: [gustavus.edu/finance/students.php](https://gustavus.edu/finance/students.php)

## PAY YOUR BILL

[gustavus.edu/finance/students#payment](https://gustavus.edu/finance/students#payment)

We use an online Student Account Center via TouchNet where students can make payments and sign up for payment plans. Explore your options on our Student Accounts page. Your first bill will be due January 15, 2025.

## TUITION REFUND INSURANCE BY GRADGUARD

The GradGuard Tuition Insurance Plan is an insurance program which supplements the Gustavus Refund Policy.

Each year thousands of college students are unable to complete classes for the semester due to unforeseen medical issues such as illness, accidents, concussions, or mental health-related issues. Unfortunately, in many cases these families are unable to recoup all of their tuition dollars. At Gustavus, depending on the timing of the withdrawal, there may be circumstances where you may not be eligible to receive a refund of all of your tuition and fees. We understand that these types of situations can be a financial hardship for many families. Therefore, we are pleased to make available the Tuition Refund Insurance plan.

Tuition Refund Insurance can help your tuition, fees, and room/board charges, up to the policy limits, if you are unable to complete the semester due to a covered medical reason. Visit [gradguard.com/insurance](http://gradguard.com/insurance) for information.

### What is GradGuard?

GradGuard Tuition Insurance can reimburse up to 100% of your tuition payments after a forced medical withdrawal due to a covered illness, injury, or mental health condition.

Visit [gradguard.com/tuition](http://gradguard.com/tuition) today to learn more and get a free quote.

## STUDENT PROPERTY INSURANCE

As you prepare for your arrival on campus, please remember that we strongly encourage all students to obtain renters insurance. Though renters insurance can be purchased from any source, we have partnered with GradGuard, which includes low deductibles, worldwide property coverage, liability coverage and no penalties for students who file claims. All students are eligible for coverage. Visit [gradguard.com](http://gradguard.com) to learn more.

The College's property insurance will NOT cover the personal effects of students (audio and computer equipment, clothes, and other personal items) in the event of fire, water damage, theft, etc. Students should therefore consult their parents or guardians about the availability of coverage under their existing homeowners/tenants policy. If no existing coverage options are available and the student still wishes to insure their personal belongings, the student will have to explore obtaining personal property coverage of their own.

## FEDERAL DIRECT LOANS SUBSIDIZED AND/OR UNSUBSIDIZED

If you are planning to accept your federal loans, you will need to complete the Entrance Counseling and Master Promissory Note.

You can complete these items at [studentaid.gov](http://studentaid.gov) or at the link listed in the Financial Aid Checklist located on your MyGustavus account ([my.gustavus.edu](http://my.gustavus.edu)).

Once both items are successfully completed, the Department of Education will notify our office electronically. You can view the completed items at [studentaid.gov](http://studentaid.gov).

If you will not be accepting your federal loans, please complete the "Decline/Reduce Direct Loan" form. You can link to the form at: [bit.ly/gustiedecline](http://bit.ly/gustiedecline).



If you have any questions about the items listed on the form, please contact one of the following offices.

**Gustavus Financial Aid Office**  
507-933-7527  
[finaid@gustavus.edu](mailto:finaid@gustavus.edu)

**Gustavus Student Accounts Office**  
507-933-7502 or 507-933-6244  
[studentaccts@gustavus.edu](mailto:studentaccts@gustavus.edu)

# Introducing TouchNet

## WHAT IS TOUCHNET?

TouchNet is a state-of-the-art, secure, and convenient way to pay for all tuition and fees that are charged to your student account at Gustavus. TouchNet offers monthly payment plans, and families can make a one-time payment using a bank account (e-check), Visa, MasterCard, Discover, or American Express.

## HOW DO I ACCESS THE TOUCHNET SYSTEM?

Students will be able to access TouchNet from their MyGustavus account or at [gustavus.edu/touchnet](https://gustavus.edu/touchnet). Students will be required to use single sign-on to access their accounts on TouchNet.

Parents will be able to access their student's account at [gustavus.edu/touchnetpayer](https://gustavus.edu/touchnetpayer) once they have been granted access by the student as an authorized user. Parents will need a TouchNet login name and password to access TouchNet.

## HOW DO I GIVE A PARENT, GRANDPARENT, OR ANOTHER PERSON ACCESS TO TOUCHNET?

Authorized users may view student account activity, make payments, and set up payment plans. Students need to log into the TouchNet system, click the Authorized Users link in the My Account Menu. Click Add Authorized User near the bottom of the window. Here you will enter the email address of the authorized user. An email will automatically be sent to the email address entered, including a link to log into the system and a temporary password. In the future, others making payments on your behalf will access TouchNet directly, at [gustavus.edu/touchnetpayer](https://gustavus.edu/touchnetpayer).

**NOTE:** Parents will not be able to access invoices or payment options until they are added as an authorized user.

## WHAT PAYMENT OPTIONS ARE AVAILABLE?

Payments can be made using a bank account (e-check) or a credit card. Bank account payments (e-check) will not incur any extra fees, while credit card payments will have an additional fee of \$3.00 or 2.95%, whichever is larger. Beginning in December, you will be able to enroll in a payment plan for the spring semester 2025. All payment plans have a \$45.00 enrollment fee. Any late payments are subject to a \$10.00 late payment fee.

**Spring Payment Plan:** 5-Month Payment Plan – Enroll between December 1 and January 15. Automatic monthly payments on the 15th of each month from December through April.

## HOW DO I ENROLL IN A MONTHLY PAYMENT PLAN?

During the enrollment period for payment plans, log into your Touchnet account:

- Click on the Payment Plans tab, then the Enroll Now button.
- Select the term and review the available plan. Click Continue. You will see a summary of charges and credits that are eligible for the plan.
- Click Display Payment Schedule. You will see the payment amounts and due dates. Click Continue.
- In the Payment Methods list, select new electronic check or credit card or previously stored information. The \$45.00 enrollment fee will be charged immediately, and your monthly payments will automatically post on the due dates.
- Read the Payment Plan Agreement and click the I Agree box. Click Continue.
- Read the ACH agreement and click the I Agree to the above terms and conditions box. Click Continue.
- If there are any additional charges or payments on the student account after setting up the plan, you will receive an email explaining the effect on the payment plan amounts.

## HOW DO I MAKE A ONE-TIME PAYMENT ON A STUDENT ACCOUNT?

To make a one-time payment on a student account, log into your account:

- On the My Account tab, click Make A Payment.
- View your current balance, click Make A Payment.
- Click on the checkbox beside the term you are paying and enter the payment amount. Click Continue.
- Select the payment method (electronic check or credit card) and click Select. Follow the prompts to enter your account information and process the payment.

For more information, please contact the Student Accounts Office.

Office Hours: Monday through Friday 8 a.m. to 4:45 p.m.

Address: Gustavus Adolphus College | Student Accounts | 800 West College Avenue | St. Peter, MN 56082

Phone: 507-933-7502 or 507-933-6244 | Fax: 507-933-7727 | E-Mail Address: [studentacct@stgustavus.edu](mailto:studentacct@stgustavus.edu)

# Student Employment Process

- 1 Contact Student Employment**  
If you are interested in applying for student employment, please email [g-studentemployment@gustavus.edu](mailto:g-studentemployment@gustavus.edu). For more information, visit [gustavus.edu/financialaid/employment.php#](http://gustavus.edu/financialaid/employment.php#)
- 2 Complete Payroll Forms - Online**  
Forms include: W4, MN W4, I-9, and Direct Deposit Form  
**W4:** Visit this link: [bit.ly/gustieW4](http://bit.ly/gustieW4)  
**MN W4:** Visit this link: [bit.ly/gustieMNW4](http://bit.ly/gustieMNW4)  
**I-9:** Visit this link: [bit.ly/gustiel-9](http://bit.ly/gustiel-9)  
**Direct Deposit:** Visit this link: [bit.ly/gustiedirectdeposit](http://bit.ly/gustiedirectdeposit)  
\*Use the links provided to complete the forms before you arrive on campus.
- 3 Submit Identification - Carlson Administration Building #209**  
Passport OR see full list of acceptable government documents  
Visit this link: [bit.ly/gustieid](http://bit.ly/gustieid)
- 4 Receive Job Offer - Online**  
Email offer and work agreement sent to your new Gustie email. Please sign and submit ASAP so we can have you ready to go when you arrive on campus.

## *Still have questions?*

Email: [g-studentemployment@gustavus.edu](mailto:g-studentemployment@gustavus.edu)

Website: [gustavus.edu/financialaid/employment.php#](http://gustavus.edu/financialaid/employment.php#)



Student Employment

# Meal Plan Options

Gustavus offers four meal plan choices for students living on campus in the following Resident Halls: Norelius, North, Gibbs, Sorensen, Uhler, Rundstrom, Southwest Hall Suites, Sohre, Pittman, Carlson International Center, and Prairie View.

Students can select one of the four options. Student meal plans will be credited with monthly allocations. Up to \$20.00 may be carried forward from month to month. Students who spend over the monthly allocations will automatically move into the next month's balance.

All meal plans are a la carte. What you put on your tray is what you pay for. Meal plan funds can be used in the Market Place, Courtyard Café, and STEAMery.

All student meal plan transactions must be made with your 3 Crowns Card.

**Student meal plans will be active until May 4, 2025. Select your meal plan at [gustavus.edu/firstyear/checklist](https://gustavus.edu/firstyear/checklist).**

## WHICH MEAL PLAN SHOULD I CHOOSE?

Dollar amounts listed below are per academic year.

### Option 1 – \$4,754.00

This option is for the student who may not be on campus to eat daily. This student may be away from campus many weekends, or may be a lighter eater.

### Option 2 – \$5,154.00

This is for the student who may be on campus daily, but does not eat three meals a day. This student may be away from campus some weekends.

### Option 3 – \$5,554.00

This option is for the student who will be on campus daily. This student may be involved in athletics, or require a higher caloric intake for another reason.

### Option 4 – \$5,954.00

This option is for the student who will be on campus daily. This student may be involved in athletics, or require a higher caloric intake for another reason.

## PLAN USAGE

Options 1, 2, 3, and 4 student meal accounts will be credited monthly allocations with the amount determined by the number of service days in the month. Up to \$20.00 may be carried forward from month to month, and students who go over the monthly allocation will automatically move into the next month's balance.

Transactions made without sufficient funds in a declining balance account will be charged to the student's account on a monthly basis. Students who leave the College prior to the end of the semester may be eligible for a refund of 35% pro-rated to the last date of attendance.

## CAN I MAKE CHANGES TO MY MEAL PLAN OPTION?

Changes to increase your Meal Plan Option may be made in the Student Accounts Office at any time.

For more information, please visit [gustavus.edu/firstyear/mealplan](https://gustavus.edu/firstyear/mealplan).

# Dining Service Information

## MONTHLY ALLOCATION

On the first of each month, your student ID will have a monthly allocation loaded based on the number of days in the month that the College is in service.

If you do not use your full monthly allocation, \$20.00 will roll into the next month.

You can view Monthly Allocations on the Dining Service website under **General Information**.

## WHAT IF I USE ALL OF MY MONTHLY ALLOCATION DURING THE MONTH?

If you spend more than your monthly allocation, when the next month's allocation is loaded onto your ID, the amount spent will be deducted and you will have the remaining funds to use for the rest of that month. At the point the declining balance account funds are exhausted, transactions will be charged to the student's account on a monthly basis.

## CAN I CHECK MY DECLINING BALANCE THROUGHOUT THE MONTH?

Yes! You can check your balance at this link: [gustavus.edu/account/balance](http://gustavus.edu/account/balance). You can also ask a cashier when you are purchasing items in the Market Place.

## WHERE CAN I USE MY 3 CROWNS PROXIMITY CARD (STUDENT ID)?

You can use your 3 Crowns Proximity card (Student ID) in the Market Place, Courtyard Café, and STEAMery. Have your 3 Crowns Proximity card with you at all times on campus!

## WHAT IF MY CARD GETS LOST OR BROKEN?

All student meal plan transactions must be made with your 3 Crowns Proximity card. Lost or broken cards may be replaced in the Campus Safety Office for a \$40 fee.



For more information, please visit [gustavus.edu/diningservices](http://gustavus.edu/diningservices).

### Market Place Hours

Monday–Saturday: 7 a.m.–11 p.m.  
Sunday: 9 a.m.–8:30 p.m.

### Dining Service Office Hours

Monday–Friday: 8 a.m.–4:30 p.m.  
Phone: 507-933-7608



Dining Service

# Book Mark Information

## ABOUT US

The Book Mark is the official bookstore and spirit shop of Gustavus Adolphus College. We have the freshest clothing, game day necessities, decor, and swag. AND...this is where you pick up all of your course materials! Stop in for snacks and notebooks and leave with an armload of Gustie Pride!

### Shopping Here Means

- Convenient on-campus location
- Open charge account that flows over to your Gustavus account at the end of each month
- GUS BUCKS—earn 3% back on every purchase in store and online
- College owned and operated

### Affordability, Value, & Convenience

A Slingshot subscription gives all students access to their required course materials for \$20.75 per credit—no matter the major. All required course materials (including lab manuals, goggles, art kits, calculators, and select supplies) will automatically be available within your account at [gustavus.slingshotedu.com](https://gustavus.slingshotedu.com). A link will be sent to your Gustavus email. Visit [gustavus.slingshotedu.com/faq](https://gustavus.slingshotedu.com/faq) for more information.

## COURSE MATERIAL CHECKLIST

### Register for Classes

You will be auto-enrolled in our Equitable Access (EA) textbook delivery program. It is a program that fills all required materials for a per-credit fee.

### Watch your email in mid-December

You will receive an email via Student-L to notify you that books have posted and when the opt-out deadline is. If you decide you do not want to be a part of EA, you need to comply with the deadline and order books on your own.

### Opted-In

If you stay opted in, you need to do nothing else until you arrive on campus. You will pick your books and materials up at The Book Mark at that time. Your student account will be billed per credit for your materials (pro-rated for partial credit courses).

### Delivery Format

Materials will be a combination of print and digital based on publisher and professor request and availability.

## GUSTIE GEAR MUST HAVE CHECKLIST

- First day Gustie outfit
- Game Day T-shirt
- New favorite water bottle
- Gustie mom and dad gear
- ID holder and lanyard
- Hoodie for grandparents

## STORE HOURS

Check our website for our current hours [bookmark.gustavus.edu](https://bookmark.gustavus.edu) or call 507-933-7587.



Book Mark Information

GEAR READY  
FOR ANYTHING

SHOP NOW  
[bookmark.gustavus.edu](https://bookmark.gustavus.edu)



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# Slingshot Information

Slingshot is a course materials auto-fulfillment program offered at Gustavus. Think of it as a subscription box for all of your learning materials. Simply enroll in classes and all of your required course materials will be delivered to you before the first day of class.

## HOW IT WORKS



### 1. ENROLL

When you enroll in classes, we automatically receive your order. Orders will be processed 2-3 weeks prior to course's start date.



### 2. RECEIVE

Your materials will be delivered to the Book Mark, your campus store for pickup.



### 3. CHARGE

Your course materials will be billed to your student account after the add/drop period.



### 4. RETURN

When classes finish, simply return any rental items to the campus store or via pre-paid postage label.

## HOW TO ACCESS YOUR SLINGSHOT ACCOUNT

1. Visit [gustavus.slingshotedu.com](http://gustavus.slingshotedu.com)
2. Click the Log In button in the top right corner of the home screen.
3. Your account will be your student login for your institution or your full student email address, and the password is your student ID. If this is not working, click on the Forgot Password link and follow the prompts.

## FROM YOUR SLINGSHOT ACCOUNT, YOU CAN:

- Manage your account and preferences
- See when your rentals are due, or purchase more time
- Access your digital course materials

## FREQUENTLY ASKED QUESTIONS

### In what format are course materials provided?

You automatically receive all required course materials for every course through the program. This includes consumable items such as access codes, workbooks, and art kits. By default, course materials will be a mix of physical items (typically rentals) or eBooks, dependent on availability.

### What if you add or drop a course(s)?

If you make changes to your schedule, we will automatically receive any updated enrollment information and process any additional required items. An email notification will be sent to you as soon as the item(s) is available or shipped. If a course is dropped, you will have 7 days from the date they drop the section to initiate the return of any physical books with no penalty. eBooks are automatically returned.

### Can you write or highlight in rented textbooks?

Yes. Appropriate amounts of highlighting and notes are acceptable in rented materials.

### What if you prefer physical course materials instead of ebooks?

This program promises to provide the most affordable course materials as a standard for you. This will include eBook rentals if they are more affordable than physical rentals. If you prefer physical/printed course materials, we offer a "Print Upgrade" preference, which will guarantee physical rentals whenever they are available. This preference results in an additional fee for every credit hour taken when physical books are provided. Please contact The Book Mark for additional questions.

### How do you access digital items?

All eBooks are accessible in one location through your Slingshot account on the My Course Materials tab. Once an eBook is available, an email notification will be sent with a link for access. Additional digital items (e.g., IA products) could be accessible directly in your course.

We want to make your course material experience the best it can possibly be. For more assistance, contact **The Book Mark** at [bookmark@gustavus.edu](mailto:bookmark@gustavus.edu) or **Slingshot Customer Support** at [Slingshotedu.com/support](http://Slingshotedu.com/support).





# Student Health Requirements

Complete Online Forms by January 27, 2025.

Your **Student Health History Forms** will be available **online in December**. These forms can be found by following the link on the online Enrollment Checklist and logging into your Gustavus Health Portal with your Gustavus user ID and password. Online forms must be completed by **January 27, 2025**.

You will need the following required immunization dates to complete the electronic form.

## IMMUNIZATIONS

To be compliant with Minnesota State Law, **ALL students are REQUIRED to submit:**

- Tetanus/diphtheria (Td or Tdap). This must be within the last 10 years.
- Measles/mumps/rubella (MMR). **Two doses** are required.

For further information please go to [gustavus.edu/healthservice/immunizations](http://gustavus.edu/healthservice/immunizations).

Gustavus Adolphus College and the American College Health Association also **strongly recommend:**

- Hepatitis A and Hepatitis B series
- Meningitis vaccines (MenACWY & MenB)
- HPV (Gardasil) vaccine
- Annual influenza vaccine
- COVID-19 vaccine booster(s)

All immunizations are expected to be available at the Gustavus Health Service.

## HEALTH INSURANCE

All students are **REQUIRED** to carry health insurance. Gustavus offers a comprehensive student health insurance plan. **All full-time students are automatically enrolled into the plan in the fall semester only.** If you would like to enroll in the student health insurance plan, please contact Health Service.

## PHYSICAL EXAM (NCAA ATHLETES ONLY)

NCAA participants are required to have a physical **within 6 months of the first day of practice**. The Athletic Department will provide the NCAA health history and physical exam form. Sports physicals can be completed at Gustavus Health Service. **Please note, the NCAA health history and immunization online forms are DIFFERENT from the Health Service forms.** All athletes must complete **BOTH** forms (you will not need to do this again during your time as a student at Gustavus).

# Health Requirements



## HEALTH SERVICE

**Gustavus Health Service is a full-service clinic on campus that accepts most health insurance plans.**

Gustavus Health Service is a contracted provider with the following insurance companies: Blue Cross Blue Shield, Preferred One, Medica, MN Medical Assistance, United HealthCare, TriCare, UCare and Health Partners. Copays and deductibles will be waived for students enrolled in the Gustavus-sponsored health insurance when they visit Health Service. If you have medical insurance from out of state, you are encouraged to check with your insurance plan to see if they will accept claims from Gustavus Health Service. If you are enrolled in an out-of-state medical assistance plan, we recommend enrolling in a Minnesota plan while you are living here, as out-of-state medical assistance plans generally do not provide non-emergency coverage in other states.

**Location:** Jackson Campus Center, across from The Book Mark.

**Hours:** Monday-Friday 8 a.m.-4:30 p.m., while school is in session

## SERVICES PROVIDED

### General Medical Service

- Physical exams
- Prescription refills
- Mental Health
- Gynecological exams
- Sexual Health Counseling
- Wellness & prevention
- Injuries: sprains, burns, etc.
- Travel consults & immunizations

### Laboratory (on-site)

- Rapid COVID test
- Rapid Influenza test
- Mononucleosis test
- Strep throat test
- Urinalysis
- Pregnancy test
- Phlebotomy

### Procedures

- Wart treatment
- Ingrown toenail repair
- Suture/staple removal
- Nexplanon insertion/removal

### Acute Illness

- Eye, ear, nose, throat infections
- Respiratory infections - including COVID
- Skin infections
- Bladder infections

### Immunizations

- Tdap (tetanus, diphtheria and pertussis)
- Hepatitis A and B
- HPV (Human papillomavirus)
- Meningitis (MenACWY & MenB)
- MMR
- Influenza
- COVID-19
- Tuberculosis screening

### Pharmacy

- A limited variety of commonly prescribed medications are available at minimal cost. Prescriptions can also be written and filled at a pharmacy of your choice. (We cannot fill prescriptions written by outside providers.)

Appointments for all services are encouraged, and 24/7 online scheduling is available through the patient portal.

Gustavus Health Service offers a full-service lab in which blood can be drawn or specimens collected and sent to our contracting laboratory (Quest) for processing. Outside lab orders from a medical provider can be brought to the clinic by the patient or faxed to the clinic at 507-933-6074.

A Registered Dietitian is available for consultations. Visits with the dietitian are free of charge to all students. A Psychiatric Nurse Practitioner is available for students by referral from the advanced practice providers in the Health Service or therapists in the Counseling Center.

During evenings and weekends, River's Edge Hospital (located in Saint Peter) has an Urgent Care and Emergency Room for urgent/emergent needs.



## HEALTH SERVICE

GUSTAVUS ADOLPHUS COLLEGE

For more information, please visit [gustavus.edu/healthservice/](https://gustavus.edu/healthservice/)

Phone: 507-933-7630 | Email: [health-service@gustavus.edu](mailto:health-service@gustavus.edu)

# Gustavus Health Service