



# STUDENT ACCOUNTS INFORMATION



STUDENT ACCOUNTS | JACKSON CAMPUS CENTER 202 | FINAID@GUSTAVUS.EDU | 507-933-7502/6244

Fee statements will be mailed to the billing address of all students on record in mid-July for fall semester and mid-December for spring semester. After the initial semester billing, all monthly statements will be delivered electronically through MyGustavus. Students will receive an email each time a new billing statement is available.

## STUDENT ACCOUNT PAYMENT METHODS

1. Online Payments through the Student Account Center via TouchNet – you can use a checking or savings account to make an online payment. Credit cards (Visa, MasterCard, Discover, or American Express) are also accepted for payments. A convenience fee of \$3 or 2.95% is assessed on every payment made with a credit card. Students will need to grant parents access to make online payments or enroll in a payment plan on the Student Account Center via TouchNet.
2. Payments can be made by check, cashier's check, money order, or 529 payment. Please include the student's full name and ID number when mailing in a payment. Payments can be mailed to: Gustavus Adolphus College, ATTN: Student Accounts, 800 West College Avenue, Saint Peter, MN 56082
3. Enroll in a payment plan with TouchNet. There are two options to enroll in a payment plan with TouchNet on the Student Account Center. Payment plans are for five months per semester due the 15th of each month. Fall semester payments are July 15 to November 15 and spring semester payments are December 15 to April 15. The cost to enroll in a payment plan is \$45.00 per semester.

To grant parent access to TouchNet, the student must add the parent as an Authorized user to their account.

The steps are below:

Go to [gustavus.edu/touchnet](http://gustavus.edu/touchnet)

Student logs in with Gustavus username and password

Click on "Authorized User" on the right-hand side of screen

Click "Add Authorized User" and enter in parent/guardian email address

Go to [gustavus.edu/finance/students](http://gustavus.edu/finance/students)  
for complete information

\*Once added, the parent/guardian will receive an email with a link and temporary password to log into the student's account.

## PARENT ACCESS TO GRADES AND FINANCIAL STATEMENTS

### MYGUSTAVUS PROXY ACCESS

MyGustavus — the web-based system that allows Gustavus students to access important academic information — provides students the ability to grant parents and/or others access to information on MyGustavus.

Students are able to grant their parents access to view the following MyGustavus options:

- Check grades
- View Transcript
- My Documents (Financial Aid)
- View 1098-T Statement.
- My Class schedule
- Financial Aid Award Letter
- Student Account Statement

**Access granted is completely controlled by and at the discretion of the student.** Students can grant as many of the options to their parents as they choose. Each parent is able to have their own MyGustavus login (created by the student) and only be able view what the student has selected. Students are responsible for communicating login information and providing any assistance to their parents. In compliance with federal privacy laws, parents cannot contact Gustavus directly for student record information.

### On the Student MyGustavus Menu

- Manage parent access to your records
- Reset Parent's MyGustavus Password