

Introducing TouchNet to Gustavus Students and Families

What is Touchnet?

Touchnet is a state-of-the-art, secure, and convenient way to pay for all tuition 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.

How do I access the TouchNet system?

Students will be able to access TouchNet from their MyGustavus account or at 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 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.

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.

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 2.85%, whichever is larger.

Beginning July 15, 2022, you will be able to enroll in a payment plan for the fall semester 2022.

All Payment plans have a \$45.00 enrollment fee. Any late payments are subject to a \$10.00 late payment fee.

Fall Payment Plan: 5-Month Payment Plan – Enroll between July 15 and August 31 – Automatic monthly payments on the 15th of each month from August through December.

Pay in full or sign up for a payment plan to keep your account in good standing by the following dates: fall semester – August 31 and spring semester- January 31.

The Spring Payment Plan will be available for enrollment starting in December.

Spring Payment Plan: 5-Month Payment Plan – Enroll between Dec 15 and January 31 – Automatic monthly payments on the 15th of each month from January through May.

How Do I Enroll in a Monthly Payment Plan?

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

- Click on the Payment Plans tab
- Click 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 8:00 AM to 4:45 PM

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: studentaccts@gustavus.edu