PAY ONLINE INFO SHEET-COLLECTIONS DEPT.

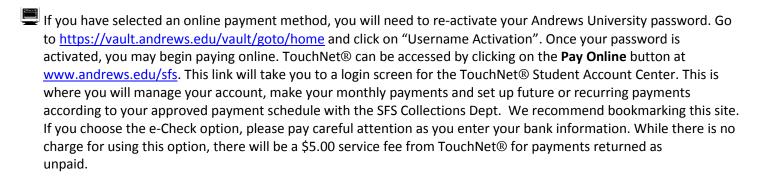
IMPORTANT NOTE: Make sure you have an approved payment agreement on file before you begin repayment. Payment agreement forms available at www.andrews.edu/sfs.

NEW PAYMENT METHODS AS OF AUGUST 2015:

Andrews University has partnered with TouchNet®, a third-party payment service for online payments. This partnership has changed where and how you make payments online. Students will now have the following payment methods available to them:

APPROVED PAYMENT METHODS

- US check or money order (mailed to the SFS address below)
- e-Check (US checking or savings account, free on TouchNet® www.andrews.edu/sfs)
- Credit card (also through TouchNet®, 2.75% convenience fee applies)
- Wire (through flywire by Peer Transfer <u>www.peertransfer.com</u>)
- Cash or check at SFS Cashier window. We are currently unable to accept credit card payments over the phone or in person.



If you are having someone else make payments to your account, you will need to set them up in TouchNet® as an Authorized User. Once you have logged in to your TouchNet® Student Account Center, click on the Authorized User tab at the top of your screen and follow the instructions. Your Authorized User will then receive an email from TouchNet® with a link, a temporary password and instructions.

If you have any questions regarding TouchNet®, you may contact Student Financial Services at 269-471-3334 or by email at payments@andrews.edu.

Please contact the SFS Collections Department to set up or change your payment agreement.

Thank you!

Rhonda J. Peak
Collections Manager
Student Financial Services
Andrews University

Mail to: Andrews University Fax to: 269.471.3228

Office of Student Financial Services-Collections Phone: 269.471.3593

4150 Administration Drive

Web: www.andrews.edu/sfs
Berrien Springs, MI 49104-0750

Email: collections@andrews.edu