CASHNet is Wartburg College’s online billing and payment system. CASHNet provides students and other authorized parties with online access to:

- View recent Wartburg College student account billing statements.
- Review account history.
- Make electronic payments via credit/debit card and/or ACH.

An email will be sent to students/authorized users mid-month to provide notification when new bills are available for viewing on the CASHNet website.

The CASHNet billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.

(To view your student account transactions in real-time, log into my.wartburg.edu, select the Finances tab, and select “Course and Fee Statement.”)

Disclaimer: To comply with the Family Educational Rights and Privacy Act (FERPA), students must first grant permission to release their student account information before access to CASHNet is provided to parents and other authorized users.

Let’s Get Started!

For Student Access:
1. Go to my.wartburg.edu
2. Select the “Finances” tab.
3. Click on the “Go to CASHNet” link.

For Parent Access:
1. Ask your student to add you as an authorized user on his/her account. See To Add an Authorized Payer section.
2. Once authorized, an e-mail will be sent to you containing your username and password to access the CASHNet website.
The main screen includes:

- **Student Profile** – Edit contact information, add payment methods, add authorized payers (i.e., parents or guardians), and enroll in SMS notifications.
- **Overview** – View summary of charges and recent transactions.
- **Make a Payment** – Make an electronic payment.
- **Transactions** – View payment history.
- **Statements** – View current and past billing statements

How do I give my parents access?

CASH Net allows students to grant parents or other authorized users access to view student account billing statements, make payments, and view payment history.

**To Add an Authorized Payer:**

1. Select Student Profile tab.
2. Select “Send a payer invitation.”
3. Complete the required fields on the Payer Invitation screen.

4. Elect whether you wish to allow the payer to access your billing statements. If unchecked, the payer will only be allowed to make a payment.

5. Upon selecting “Send Invitation,” an email will be sent to the authorized payer with their username and password.

To Reset Authorized Payer’s Password: Once an authorized payer’s account is activated on CASHNet, the student is responsible for resetting a payer’s password. The Wartburg College Business Office does not have the ability to perform this function.

How do I view my billing statement?

The CASHNet billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.

To View a Billing Statement:

1. Select Statements tab.
2. Select “View” or “Save” to access a statement.

To View Your Billing Statement in Real-Time: Log into my.wartburg.edu, select the Finances tab, and select “Course and Fee Statement.”
Here is an example of a billing statement:

**Wartburg College**

Wartburg College Business Office
100 Wartburg Blvd.
PO Box 1003
Waverly, Iowa 50677
Phone: 319-352-8411
Email: businessoffice@wartburg.edu

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If you are mailing a payment, include the top portion. Keep the lower portion for your records.

**IMPORTANT INFORMATION**

This statement represents the balance of your student account. To avoid the annual 18% finance charge please pay the current balance by the due date, referenced above.

Student account balances must be paid in full to receive transcripts and/or diploma. Past due balances will prevent registration and housing assignments for the next academic term.

Please contact the Business Office at 319-352-8411 or businessoffice@wartburg.edu with any questions.

<table>
<thead>
<tr>
<th>DATE</th>
<th>STATEMENT ACTIVITY</th>
<th>CHARGE</th>
<th>CREDIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/10/2017</td>
<td>Part-time Student Fee</td>
<td>$115.00</td>
<td></td>
<td>$115.00</td>
</tr>
<tr>
<td>08/10/2017</td>
<td>Tuition - 1 Course</td>
<td>$2,030.00</td>
<td></td>
<td>$2,145.00</td>
</tr>
<tr>
<td>08/22/2017</td>
<td>Tuition - Audit</td>
<td>$500.00</td>
<td></td>
<td>$2,645.00</td>
</tr>
<tr>
<td>08/22/2017</td>
<td>Tuition Refund</td>
<td>-$2,030.00</td>
<td></td>
<td>$615.00</td>
</tr>
<tr>
<td>09/06/2017</td>
<td>Fac/Staff Tuition Remission</td>
<td>-$500.00</td>
<td></td>
<td>$115.00</td>
</tr>
<tr>
<td>09/13/2017</td>
<td>Student Account Payment-ACHWEB</td>
<td>-$115.00</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**How do I make a payment?**

**CASHNet** allows students and authorized payers to make electronic payments towards their student account balance via credit card, debit card, and/or ACH.

**To Make a Payment:**

1. Select Make a Payment tab.
2. Select “View details.”
3. Enter payment amount.

4. Select “Add to payment” and then “Continue.”

5. Select payment method from the drop-down menu.
   - **Credit or Debit Card**
     - CASH/Net accepts Visa, MasterCard, American Express, and Discover.
     - A 2.75% fee is assessed when paying with a credit or debit card. The fee amount will be stated during the payment process and is in addition to the payment amount. The fee is levied by CASH/Net, the third-party payment processor, and not by Wartburg College.
   - **ACH (i.e. Electronic Check)**
     - No fee is assessed when paying with ACH (i.e. electronic check). However, please be sure to enter your bank's routing number and your checking/savings account number (not debit card number).
     - Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student's account.

6. Enter account information.

   Payers may elect to have their account information retained in the CASH/Net system for future transactions.

7. Select “Continue.”

8. Review your transaction and account information before selecting “Submit.”
Frequently Asked Questions:

- **What is CASHNet?**
  CASHNet is a third-party vendor that Wartburg College has contracted with to provide Wartburg College students and authorized payers with an online platform to review billing statements and pay student account fees, including tuition, room and board, course fees, and other miscellaneous charges, electronically. CASHNet also offers the functionality of electronic notifications to students and authorized payers when billing statements are available for viewing.

- **When am I able to access CASHNet to view my billing statement or make a payment?**
  The CASHNet website is available 24 hours a day, seven days a week. Students and authorized payers will receive an email mid-month to provide them notification when new billing statements are available for viewing.

- **Will the billing statement notification be sent to student e-mail addresses only?**
  When a new billing statement is ready to view, students will receive an e-mail notification in their Wartburg College e-mail account. Authorized payers will also receive the e-mail notification once their student has set up their account on the CASHNet website.

- **Can I still get a paper billing statement?**
  No, Wartburg College's Business Office no longer provides paper copies of student billing statements. Students and authorized payers may, however, access billing statements on CASHNet and print a copy of it at their convenience.

- **What payment methods are accepted through CASHNet?**
  CASHNet accepts payments via ACH (i.e. electronic check), credit card, and debit card. CASHNet accepts the following credit cards: Visa, MasterCard, American Express, and Discover.

- **Will I be assessed a fee when paying online?**
  No fee is assessed to students or authorized payers when payment is made via ACH (i.e. electronic check) when using their checking or savings account information. Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student's account.

  A 2.75% fee is assessed when paying with a credit or debit card. The fee amount will be stated during the payment process and is in addition to the payment amount. The fee is levied by CASHNet, the third-party payment processor, and not by Wartburg College.

- **If I pay online today, when will my payment show up on my student account?**
  Electronic payments through CASHNet will show up on your student account immediately, but the payment will be processed within 24 hours.

- **Can I utilize multiple bank accounts for making payments on CASHNet?**
  Yes, students and authorized payers may set-up and pay with multiple bank accounts, debit cards, or credit cards.
• I'm not comfortable paying online through CASH/Net. Can I still mail a check?
  Yes! You may mail a check to the following address:
  Wartburg College
  Attn: Business Office
  P.O. Box 1003
  Waverly, IA  50677-0903

• What is an authorized payer?
  Students have the option to provide another party (i.e. parent or guardian) with access to view
  their billing statements and/or make a payment on their student account via CASH/Net. Students
  must set up authorized payers on the CASH/Net website. Per FERPA, Wartburg College
  personnel are not authorized to do this on a student's behalf. An authorized payer will receive
  their own username and password to access CASH/Net as well as receive monthly e-mail
  notifications when billing statements are available for viewing.

• Can a student have more than one authorized payer?
  Yes, a student can set-up more than one authorized payer on the CASH/Net website.

• Who do I contact to reset an authorized payer's CASH/Net password?
  A student is responsible for resetting authorized payers' CASH/Net passwords. Per FERPA,
  Wartburg College personnel are not authorized to do this on a student's behalf.

• Can authorized payers view other authorized payers’ bank account or credit/debit card
  information?
  No, each authorized payer only has access to their own payment account information along with
  access to the student’s billing statements and account activity.

• Can anyone else access information stored in CASH/Net?
  No. The information stored on the CASH/Net website is secure and cannot be accessed by anyone
  who does not have permission from the student to view that information. Banking information
  stored on the website, including credit/debit card or bank account numbers, are not viewable by
  anyone other than the authorized payer who entered the information.

Questions on how to navigate the CASH/Net website?
CASH/Net Customer Service Helpline
1-800-339-8131

Questions about your billing statements?
Wartburg College Business Office
(319) 352-8411
businessoffice@wartburg.edu