

## **CONSOLIDATED BILLING OFFICIAL PROCEDURES**

### **STUDENT ACCOUNT PAYMENTS**

1. Payments on account will only be applied by Student Financial Services. Payments may be made in person at the Timme Center for Student Services or the Kendall College of Art and Design payment location in the form of cash, check, or money order.
2. Payments may be made through the Touchnet E-bill payment system using an electronic check or a credit card.
3. Payments may be remitted through the mail by check or money order. Remittances are to be mailed to Timme Center for Student Services, Student Financial Services, 1201 S. State Street, CSS 101PA, Big Rapids, MI 49307.
4. When receipts are made electronically into a University bank account, the billing department must notify Treasury Management (located in the Investment and Grants Office) of the amount and account number to receive credit and the name of the payer. The Treasury Management area will complete the receipting functions for any funds electronically deposited to University bank accounts with the exception of credit card activity.