



# Andrew College

1854

## Business Office

## Payment Instructions

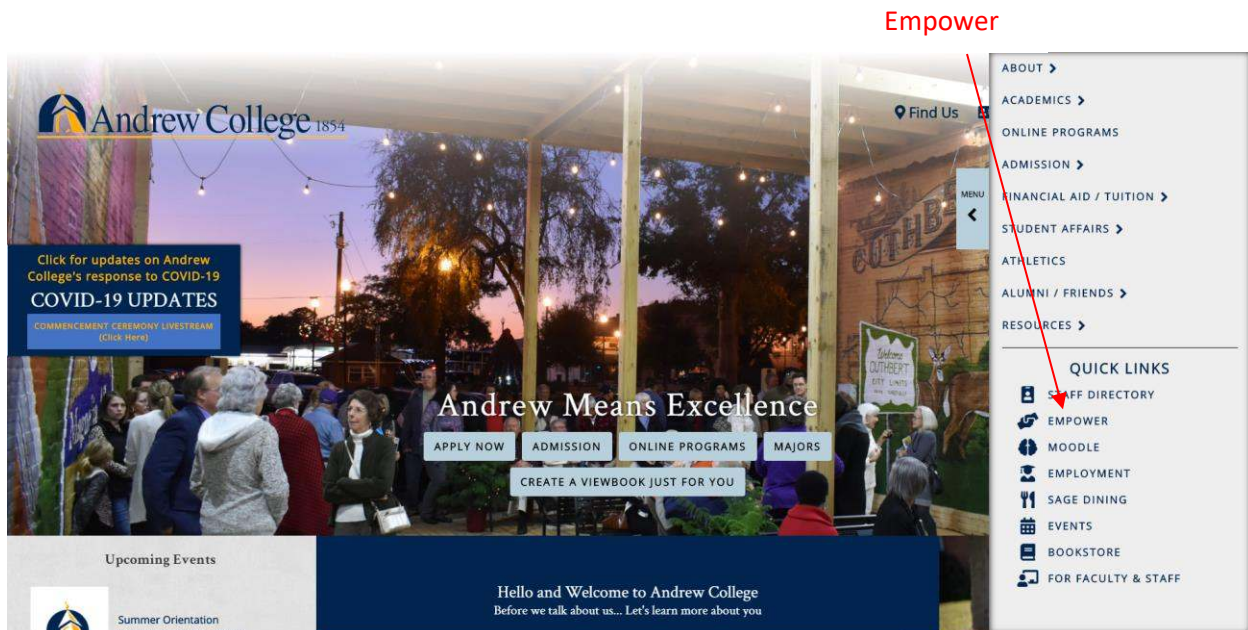
Welcome to Andrew College. We are glad that you have chosen to continue your education with us. Please complete your FAFSA and the Financial Aid process now if you have not already do so. The following pages will help guide you through the Business office process.

### Financial Obligation

Full payment of all fees, (including tuition, room, board, and fees) minus approved financial aid, are due prior to arriving to campus and registration day for each semester unless prior arrangements have been made with FACTS Management Company (details and instructions below). You can view your estimated charges and financial aid by going to our website at [andrewcollege.edu](http://andrewcollege.edu).

### Estimated Tuition Worksheet

To access an Estimated Tuition Worksheet (ETW) the individual must be accepted, assigned a student ID number, and must be pre-registered for classes. Student ETWs can be accessed from the Andrew College website by clicking on **Empower**.



Complete the Empower Login by using the student's last name and the last 4 digits of the student ID number (example: Smith4567). The password is the student ID number and the first letter (capital) of the last name (example: 1234567S) and can be changed once you have logged into Empower.

Once you log in, go to the **Financials** tab. Click on the **Estimated Tuition Worksheet**. Verify that the **Term** is correct. The term can be changed by clicking on **Change** Current filter settings. Select the appropriate term from the drop down menu and then click **Return to Previous Page**.

Admissions	Student Records	Financials	Student Services	Settings and Tools
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## Estimated Tuition Worksheet

**Change** Current filter settings: Person: Term: 2020FA: Fall Semester 2020 Dept: Crse: Sect: App. Year: 2019

**Est. Term Charges Worksheet**

Andrew College  
501 College St  
Cuthbert, GA 39840

08/03/2020

ID: \_\_\_\_\_  
Name \_\_\_\_\_

Term: Fall Semester 2020

<b>Current Balance</b>	<b>\$0.00</b>
<b>CHARGES</b>	
Tuition	\$9,586.00
Room Charges	\$2,941.00
Meal Charges	\$2,923.00
<b>Total Charges</b>	<b>\$15,450.00</b>
<b>FINANCIAL AID</b>	
AC Baseball-Pitts Foundation - AWARDED	\$4,000.00
Outside Scholarship - FINAL	\$500.00
<b>Total Financial Aid</b>	<b>\$4,500.00</b>
<b>*Estimated Balance Or Account Refund (Current Balance + Charges - Financial Aid)</b>	<b>\$10,950.00</b>

**Amount to Pay:**

**Payment Type:**

This estimated bill reflects any current balance, charges for registered classes, room & board and credits for processed financial aid. Class or program specific charges or fees will be assessed after add/drop. Please return to your Empower account and review your "Billing Detail Summary" for additional charges. Please pay the "Estimated Balance:" by clicking on "Submit Payment" and completing the necessary information. Paying by mail. Please print this statement, sign, date and enclose with your payment. All payments must be received by the business office prior to your arrival to campus and registration day.

The total Estimated Balance due must be paid prior to your arrival to campus and registration day unless you have contacted with FACTS Management Company and set up a payment plan account (fees apply). No other payment plans are available. You may access FACTS from the Andrew College website under "FINANCIAL AID/TUITION" and select "STUDENT/PARENT LOANS AND PAYMENT OPTIONS" then selecting "FACTS Tuition Management" or by calling 866-441-4637 for assistance. For Financial Aid questions email: financialaid@andrewcollege.edu or phone 229-732-5958. For Student Account questions email: studentaccounts@andrewcollege.edu or phone 229-732-5924.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Additional Fees may apply. (ex. class or program specific fees, course load, housing selections)**

You may pay online by clicking Submit Payment and completing the credit card information or by printing the Estimated Tuition Worksheet and mailing it along with a check to:

**Andrew College  
Business Office  
501 College Street  
Cuthbert, GA 39840**

**Please sign ETW, include students name & ID number on your check. Checks must arrive in the Business Office prior to your arrival on campus and registration day.**

# FACTS Management Company

If you are unable to pay your total amount due, you may make payments to FACTS (fees apply). You can find FACTS information on the Andrew College web site <https://www.andrewcollege.edu> . To benefit the most from payment options, set up your account with FACTS 30 days prior to the first day of classes. Contact FACTS for other payment options. The total amount due for the term must be paid on or before you arrive to campus and registration day. Click on **Financial Aid / Tuition** for more information.

The screenshot shows the Andrew College website header. On the left is the Andrew College logo with the year 1854. In the center is a banner image of three students (two men and one woman) sitting at a table, with the text "Financial Aid" overlaid. On the right is a navigation menu with the following items: ABOUT >, ACADEMICS >, ONLINE PROGRAMS, ADMISSION >, FINANCIAL AID / TUITION > (highlighted with a red arrow), STUDENT AFFAIRS >, ATHLETICS, ALUMNI / FRIENDS >, and RESOURCES >. Below the menu is a "QUICK LINKS" section with "STAFF DIRECTORY" and "EMPOWER".

This screenshot shows the content of the "FINANCIAL AID / TUITION" page. On the left is a sidebar menu with the following items: FINANCIAL AID / TUITION, SOURCES OF AID, SCHOLARSHIPS, TUITION / ROOM AND BOARD, FAFSA, STUDENT/PARENT LOANS AND PAYMENT OPTIONS (highlighted with a red arrow), and NET PRICE CALCULATOR. The main content area contains three paragraphs of text:

A college education is an investment in your future. According to a 2014 report by the National Center for Education Statistics, a bachelor's degree can, on average, increase your earnings over the course of your lifetime by over \$700,000 and an associate's degree can increase it by over \$300,000. Investing in your education today can also provide you with additional flexibility throughout your working life.

The Financial Aid Office seeks to assist families by utilizing funding from federal, state and institutional sources to help students make Andrew College an affordable option. Although Andrew is a private college, our net cost (cost of the school minus aid received) compare favorably with many private AND public colleges.

If you have questions regarding financial assistance at Andrew College, please feel free to contact our office locally at 229-732-5958, toll-free at 800-664-9250 or by e-mail at [financialaid@andrewcollege.edu](mailto:financialaid@andrewcollege.edu).

The income information needed to complete the 2020-2021 Free Application for Federal Student Aid (FAFSA) form can be found on your parent's 2018 tax transcript or tax return. If you or your parents don't have a copy of your

Next select **Student/Parent Loans and Payment Options**

This screenshot shows the "STUDENT/PARENT LOANS AND PAYMENT OPTIONS" page. On the left is a sidebar menu with the following items: FINANCIAL AID / TUITION, SOURCES OF AID, SCHOLARSHIPS, TUITION / ROOM AND BOARD, FAFSA, STUDENT/PARENT LOANS AND PAYMENT OPTIONS (highlighted with a red arrow), and NET PRICE CALCULATOR. The main content area contains a paragraph of text:

Andrew College seeks to provide families with the information they need to make college an affordable option. In addition to grants and scholarships, federal, state, and private loans are also available for families seeking additional assistance. The college also works with a private company to offer a no-interest payment plan that can be utilized to help budget college costs.

At the bottom of the page are two buttons: "STUDENT/PARENT LOAN INFORMATION" and "FACTS TUITION MANAGEMENT" (highlighted with a red arrow). Below the buttons is the text "Click Facts Tuition Management".





# FACTS Tuition Management

Click for updates on Andrew College's response to COVID-19


**COVID-19 UPDATES**

COMMENCEMENT CEREMONY LIVESTREAM  
[\(Click Here\)](#)

[APPLY NOW](#) [VISIT ANDREW](#)

- FINANCIAL AID / TUITION
- SOURCES OF AID
- SCHOLARSHIPS
- TUITION / ROOM AND BOARD
- FAFSA
- STUDENT/PARENT LOANS AND PAYMENT OPTIONS
- NET PRICE CALCULATOR

Andrew College partners with FACTS tuition management and payment processing system to provide our students/parents a simple, on demand way to manage their school expenses. Tuition and most discretionary expenses are billed and paid through FACTS.

[Information about FACTS](#) 

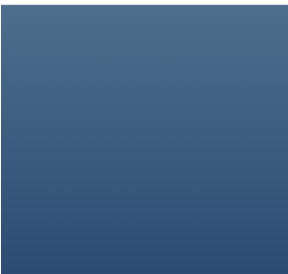
[Frequently asked questions about FACTS](#) 

If you experience any difficulties you can always contact FACTS directly (see support information below). You may contact the Business Office with questions related to charges at [peggy.moore@andrewcollege.edu](mailto:peggy.moore@andrewcollege.edu). Please contact the Office of Financial Aid at [financialaid@andrewcollege.edu](mailto:financialaid@andrewcollege.edu) for any financial aid related questions.

[FACTS FAMILY PORTAL](#)

Once you have created an online FACTS account, you can access the FACTS Consumer Portal at any time by clicking on the button above.

Use the username and password you created when you set up your payment plan and banking information. If you do not remember your username or password, you may request that it be sent to you by clicking the Forgot Username/Password link on the sign in screen.



FACTS is there to help you in any way possible. 24x7 online support is provided with your service. Customer support is also available. For the toll free number and the hours of operation, see below.

FACTS Phone: 866-441-4637  
Monday – Thursday 7:30 am – 7:00 pm (CST)  
Friday 7:30 am – 5:00 pm (CST)



**Billing questions:** [studentaccounts@andrewcollege.edu](mailto:studentaccounts@andrewcollege.edu) Phone: 229-732-5924

**Financial Aid questions:** [financialaid@andrewcollege.edu](mailto:financialaid@andrewcollege.edu) Phone: 229-732-5958