



## WAYS TO PAY YOUR TUITION & FEES

1. Cash — in Business Office
2. Check/money order — in Business Office or via mail
3. Electronic check (checking or savings) — online (free service)
4. Credit card via PayPath (American Express, Discover, MasterCard or VISA) — online.
5. International wire via Convera — online
6. International payment via PayMyTuition — online

## HOW CAN STUDENTS VIEW OR PAY STATEMENTS ONLINE?

1. Log on to CobberNet at **cobbernet.cord.edu**
2. Click the TouchNet link at the top of the page

*Please note the CobberNet site is for **student** use only — parents should use the “authorized user login” site (students will need to designate parents as an “authorized user” first — see instructions under section titled “Can my Parents View or Pay Fees Online”).*

## TO VIEW YOUR STATEMENT

1. Click on the “View” button in the Statements area in the center of the page.
2. Select a statement date to view from the drop down menu
3. Click “View.”

## TO MAKE A PAYMENT

1. Click on “Make Payment” from the navigation bar.
2. Edit amount if needed and click “Add” and then “Continue.”
3. Select “Payment Method” from drop down menu and click “Select.”
4. Follow directions according to payment method.
  - a. Electronic Check (Savings or Checking)
  - b. Credit Card via PayPath (American Express, Discover, MasterCard or VISA)
  - c. International wire via Convera

### Business Office

Concordia College

901 8th St. S., Moorhead, MN 56562

Phone 218.299.3150 • Fax 218.299.4357

ConcordiaCollege.edu

## ELECTRONIC REFUNDS SETUP

1. Click on the “Electronic Refunds” from the My Profile Setup area on the right side.
2. Click “Set Up Account.”
3. Select the bank account where you wish the deposit to be sent and click “Continue” **OR** enter required information from a U.S. bank account for a new account.

**Reminder:** You will need to request any refunds from the Business Office. Refunds are not automatically issued. Please complete the online form at [ConcordiaCollege.edu/CreditRefund](https://ConcordiaCollege.edu/CreditRefund).

## CAN MY PARENTS VIEW OR PAY FEES ONLINE?

Yes, if you have designated them as an “Authorized User.” The student may add as many authorized users as they wish. To do this:

1. Click on the “Authorized Users” from the My Profile Setup area on the right side.
2. Click the “Add Authorized User” tab.
3. Enter the email address and answer the three questions.
3. Click “Continue.”
4. Your authorized user(s) will receive login instructions and a randomly generated password. After they have logged in with their email address and this password, they will be able to update a profile and choose a new password.

### Authorized User Login

[https://secure.touchnet.com/C20618\\_tsa/web/login.jsp](https://secure.touchnet.com/C20618_tsa/web/login.jsp)

## HOW WILL I RECEIVE MY TUITION AND FEES STATEMENTS?

All monthly statements are available online and are due the 15th of the following month. Emails will be sent to students at their Concordia email address indicating that a new billing statement is ready for viewing shortly after the 15th of each month. The email provides a link to CobberNet and once logged in, students can access the statements by selecting the TouchNet link at the top of the CobberNet page. We strongly suggest you make your parent(s) “Authorized Users” so that they may view your monthly statement.

Summer Sessions: Statements will not be mailed, but are available electronically on CobberNet mid-May. Fees are due by June 15. Please refer to instructions on how to view and pay online.

## WHAT INFORMATION DO I NEED TO RETURN TO THE BUSINESS OFFICE?

If mailing your payment, please include the student’s ID number on the check.