

MOORHEAD MINNESOTA
**CONCORDIA
COLLEGE**
Business Office



TouchNet & Your Student Account

Billing Timeline & Statements

FALL TERM

- Billed mid-July
- Due by August 15th

SPRING TERM

- Billed mid-December
- Due by January 15th

SUMMER TERM

- Billed mid-May
- Due by June 15th

All statement notifications and access are electronic.

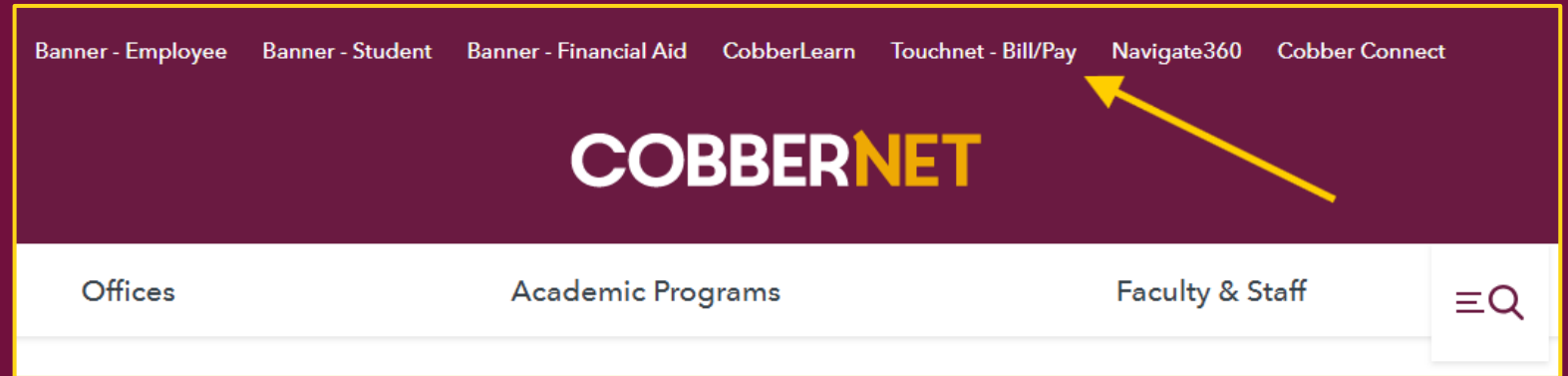
Notifications for new statements are sent to the student's cord.edu email address.

Parent/guardian(s) will receive the same notification if they are designated as an Authorized User by the student.

Only in July of their first semester will freshmen receive a paper statement.

Accessing TouchNet

Cobbernet.cord.edu



Note: Authorized Users will have a different access point.

TouchNet Homepage

 [My Account ▾](#) [My Profile ▾](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help ▾](#)

Announcement

[Business Office Website](#)

[Information Release Form](#)

[1098-T Tax Form Information](#)

Credit Card Payments: When using a credit card to make payments, a convenience fee of 3% of the transaction will be assessed.

Paperless Billing

Reminder: Please note that in an effort to become a more sustainable campus, the Business Office no longer sends paper statements to students' home

Student Account

ID:

Balance \$0.00

View Activity

Enroll in Payment Plan

Make Payment

Statements

 Click the button to view your current account balance and details.

On-Demand Statement

Your latest eBill Statement
(9/16/26) Statement : \$0.00

View Statements

My Profile Setup

 Authorized Users

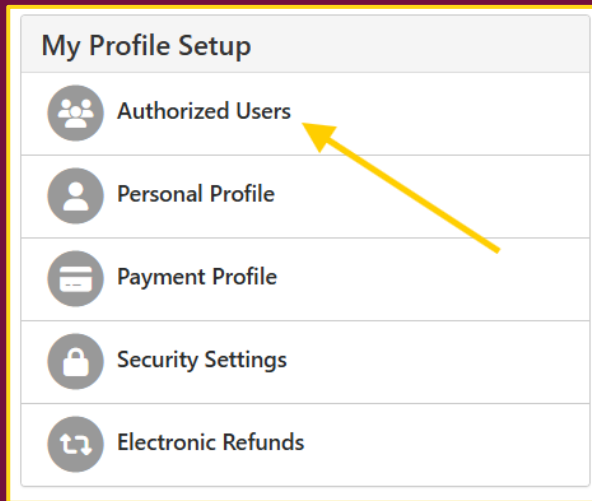
 Personal Profile

 Payment Profile

 Security Settings

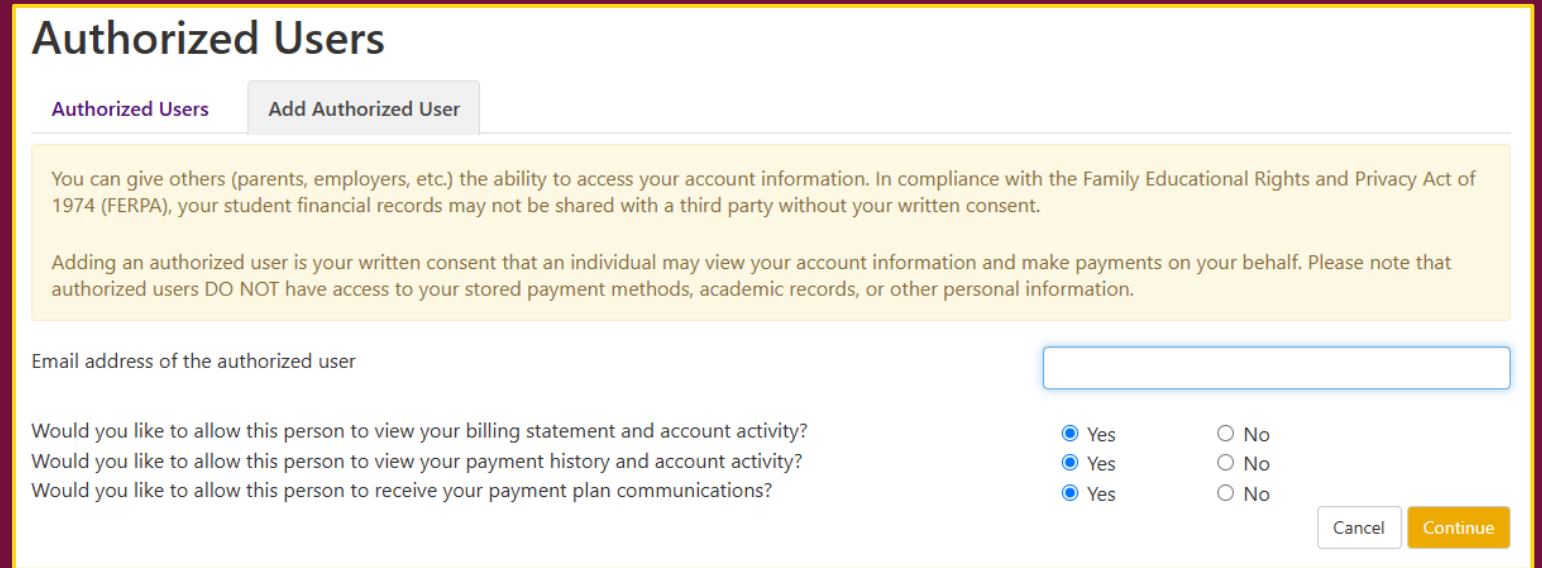
 Electronic Refunds

Adding an Authorized User



My Profile Setup

-  Authorized Users
-  Personal Profile
-  Payment Profile
-  Security Settings
-  Electronic Refunds



Authorized Users

[Authorized Users](#) [Add Authorized User](#)

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? ☒ Yes ☐ No

Would you like to allow this person to view your payment history and account activity? ☒ Yes ☐ No

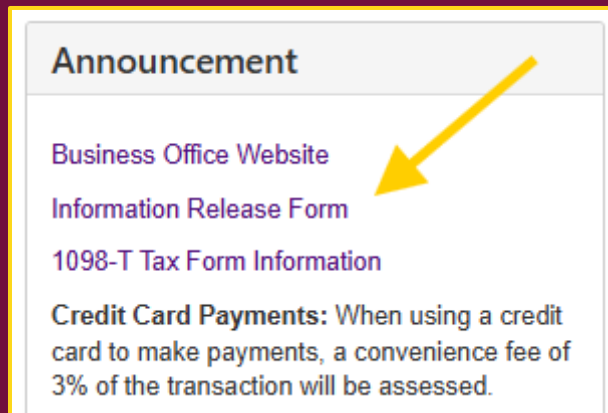
Would you like to allow this person to receive your payment plan communications? ☒ Yes ☐ No

[Cancel](#) [Continue](#)

Authorized Users can make payments, view account activity, and receive email notifications like the student.

Once an account is created, Authorized Users can use this [link](#) to login.

Information Release Form



FINANCIAL AID & FAFSA INFORMATION RELEASE

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student records may not be shared with a third party (including your parent(s)) without your written consent. This includes your Financial Aid and FAFSA information.

Completing this Financial Aid and FAFSA Information Release is your written consent that the individual(s) named below may discuss your Financial Aid Award, FAFSA, and billing account information (as needed for financial aid advising) with a Financial Aid Administrator at Concordia College.

This Financial Aid and FAFSA Information Release DOES NOT:

1. Provide information access to academic records or other student record information outside of the scope of Financial Aid. **It may include financial aid implications due to a student's financial aid satisfactory academic standing status.
2. Provide information access to any Federal Tax Information included on the FAFSA that was retrieved via the FUTURE Act Direct Data Exchange (FA-DDX).
- 2A. Beginning with the 2024-25 award year, the Fostering Undergraduate Talent by Unlocking Resources for Education Act (FUTURE Act) allows FAFSA contributors to consent to the disclosure and use of their IRS federal tax information (FTI) for the purpose of determining a student's eligibility for Title IV federal student aid. All Federal Tax Information is subject to the confidentiality protections of the IRC and subject to Section 6103(l)(13) of the IRC. Under amendments made by the FUTURE Act to Section 494 of HEA (20 U.S.C. 1098h(c)(1)(B)), an applicant must provide written consent that includes a specific purpose of discussion before an institution may redisclose Federal Tax Information from the Student Aid Report. **This consent can be completed on a case-by-case basis with the Financial Aid Office.**

Contributor explanation: Once a FAFSA contributor provides consent on the FAFSA, the taxpayer permitted the Department of Education to receive FTI for purposes of the student applying for federal student aid and it is then a part of the student record. It is unlawful for institutions to access, view, use, or disclose (without the express written consent of the student applicant) FTI for any other purposes than those authorized by federal law. This includes redisclosure to the FAFSA contributors whose FTI has been used.

This authorization is in place until I rescind it in writing with the Concordia College Financial Aid Office.

The Information Release Form is the student's way of telling the Business Office and Financial Aid Office who can reach out with account questions on their behalf.

The college cannot answer account questions until this is completed by the student!

Viewing Account Activity

Account Activity

Expand AllPrintExcelPDF

Filter activity byFull account activityView Activity

Student Account Balance	\$0.00
➤ Fall 2026	\$0.00
➤ Spring 2026	\$0.00
➤ Fall 2025	\$0.00
➤ Spring 2025	\$0.00
➤ Fall 2024	\$0.00

Select the “**View Activity**” button from the homepage of TouchNet.

Transactions will be listed by term, description, date, and if it is a Charge (*tuition, fees, meal plan, housing, etc.*) or a Credit (*payments, loans, or scholarships*).

Accessing Statements

Select the **“View Statements”** button from the homepage of TouchNet.

- Statements only list transactions from the last 30 days. Balances older than this will be listed as the **Previous Billed Balance**.
- Monthly statements are only generated if there is a balance or any account activity in the billing cycle.
- An On-Demand statement will show all transactions of a term up to the date of access.

Statements

 Click the button to view your current account balance and details.

On-Demand Statement

Billing Statements

Generated Statement History

Show

10

 entries

Search:

Statement Date 	Due Date	Amount 	Action
9/16/26		\$0.00	View
8/17/26		\$0.00	View
7/16/26	8/15/26		View
1/16/26		\$0.00	View
12/16/25	1/15/26		View

Making Payments

Account Payment


Amount


Method


Confirmation


Receipt

Payment Date:

10/6/26



Select Payment Option

☐ **Pay Next Installment**
Select installment to pay

☒ **Current Account Balance**

☐ **Amount Due**

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account |

\$

Add

Select the **“Make Payment”** button from the homepage of TouchNet.

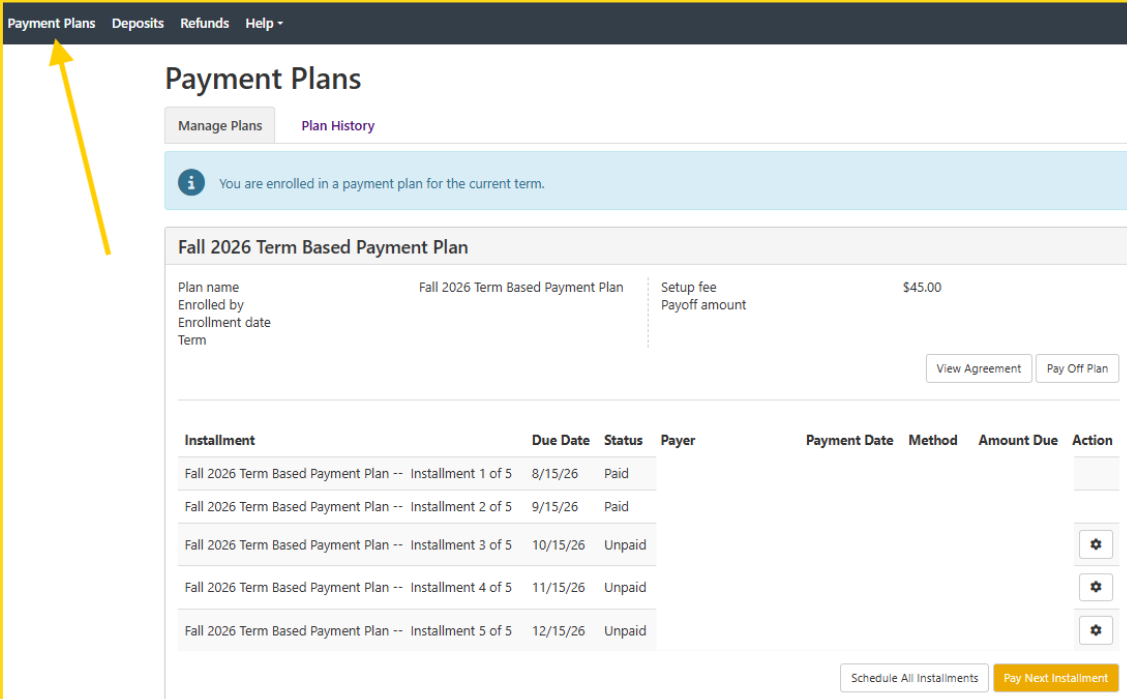
- Selecting a payment option will enter an amount into the **“Add”** box.
- Use **“Pay Next Installment”** if you are on a payment plan or **“Current Account Balance”** for general payments.
- Click into the **“Add”** box to edit the amount of the payment.
- Hit **“Continue”** to finish the payment process.

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Payment Plan Options

There is one monthly payment plan option in the Fall semester and one in the Spring semester.

- Select the **“Payment Plans”** button from the homepage of TouchNet.
- Students need to enroll in a new payment plan each semester if they want to utilize this payment method.
- **Benefits:**
 - Pay the semester balance over the course of the entire term.
 - Payment Plans are interest free
 - Installment amounts will automatically update to reflect new transactions on the student account.



Payment Plans

Manage Plans Plan History

Fall 2026 Term Based Payment Plan

Plan name Fall 2026 Term Based Payment Plan Setup fee \$45.00
Enrolled by Enrolled by Term
Enrollment date Term
Term

Payoff amount

View Agreement Pay Off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2026 Term Based Payment Plan -- Installment 1 of 5	8/15/26	Paid					
Fall 2026 Term Based Payment Plan -- Installment 2 of 5	9/15/26	Paid					
Fall 2026 Term Based Payment Plan -- Installment 3 of 5	10/15/26	Unpaid					
Fall 2026 Term Based Payment Plan -- Installment 4 of 5	11/15/26	Unpaid					
Fall 2026 Term Based Payment Plan -- Installment 5 of 5	12/15/26	Unpaid					

Schedule All Installments Pay Next Installment

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More Questions? Email studentaccounts@cord.edu