Parents – Log In thru Parent Access
Parents to whom students have granted access and have received their own login information will enter from link on Roanoke College website.

Go to webpage, www.roanoke.edu
Click on Parents and Family on maroon header
Select Parent Access from left sidebar
Click on Parent Access link
Use the user id and password emailed to you
Parent view will be summary only
Parent may make payments from this link
Statements or detailed views available in student login

Forget a Password? No Problem!
Call Roanoke College Help desk (540) 375-2225 between 8 a.m. – 5 p.m. if you need assistance or can’t remember your user ID and password (you will need to supply your student’s ID number and date of birth to have your user ID and password re-issued)

1098T Tax Forms
See IRS Publication 970 for information about educational tax benefits. Roanoke College provides Box 2 amounts of Tuition and Fees determined by IRS standards to be qualified expenses.

Students should provide their social security number when requested on checklist forms so students or parents may access this benefit as eligible.

Forms are presented in 3 ways:
1. Paper copies mailed in student name to home address by Jan. 31st each year
2. Viewable in student portal MyRoanoke (pdf format may be reprinted)
3. Accessed from website, www.my1098T.com, parents may log in with student SSN after forms are posted here

Roanoke College staff cannot provide tax advice as eligibility is determined by individual family circumstances.

E-Pay Navigation Tips
View Statement and account transactions on Account Activity Tab, when ready to make payments be sure to click on the Make a Payment tab at top.

Check box to the left of term you wish to pay then go to field at far right to change amount if different than balance shown. Choose E-Check or one of the four credit card types on the Choose a Payment Method from drop down. Review information to make sure as intended. Click Pay Now.

If E-Check, a screen will open that allows you to enter bank routing number and bank account number along with name, address and email address for receipt. Total with transaction fee will be displayed for acceptance before final submittal.

If credit/debit card payments you see a screen that is redirecting automatically to secure payment website, a screen opens for you to enter your card information, click Continue. Next screen calculates fee and allows user to Accept Terms, then enter name and email address for receipt and click Continue. A final view prior to Submitting Payment.

If you for any reason, do not wish to proceed with the payment – click Cancel at the bottom of screen. Do not use the back arrow to exit screen.

A confirmation screen comes up that displays your confirmation number for the transaction, this will also be emailed to the address given. Proceed by clicking Continue. You may now look at other info or log out.
E-Bills

E-Bills or electronic billing statements may be generated in your My Roanoke student portal at any time. After you log in to MyRoanoke, under Financial Information - select VIEW ACCOUNT & MAKE PAYMENTS. You will have two tabs available, Account Activity or Make a Payment. Click on Account Activity which shows the current term first, other terms may be selected from the drop down menu. You may view information in summary, select Expand All to get a detail view, or click on arrow in front of each category to see transactions. You may view charges, financial aid, refunds, payments, deposits, etc. Once the term is selected – a statement may be generated by clicking on View Statement.

➢ Students may view statements at any time
➢ Statements in pdf format may be printed or saved and attached to an email
➢ Parents with access may view account summary and make payments at any time

Refer to the billing time line for general dates that billing occurs on student accounts. Billing of tuition cannot be accomplished until registration for classes has been entered in the system. While statements may be generated at any time, they will not show the total picture until billing has occurred for the term.

Notifications are placed in student’s MyRoanoke once billing has been added for a new term. Any changes will be reflected in real time as activity occurs.

You, the student, are responsible for your account balance, viewing your E-Bill, and ensuring the information is available to anyone assisting you with your financial obligation to Roanoke College.

Students have the opportunity to grant access to parents if desired so they may view billing summary and pay on accounts by their own direct log in.

Billing Timeline

<table>
<thead>
<tr>
<th></th>
<th>AVAILABLE</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 10</td>
<td>Aug 10</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Nov 15</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Deposits - next academic year</td>
<td>Feb 3</td>
<td>Mar 3</td>
</tr>
<tr>
<td>May IL term (if applies)</td>
<td>April 1</td>
<td>May 1</td>
</tr>
<tr>
<td>Summer session 1</td>
<td>1st wk May</td>
<td>June 1</td>
</tr>
<tr>
<td>Summer session 2</td>
<td>1st wk June</td>
<td>July 1</td>
</tr>
</tbody>
</table>

Charges should be paid prior to beginning classes by:

- Payments to Roanoke College
- TMS payment plan in place (if monthly payments desired)
- Financial aid or pending approved loans

E-Bills may be generated at any time in the student portal.

Deposits are due each spring for the following academic year and are required to allow students to participate in housing selection and class registration for the fall semester.

E-Pay is the option of making electronic payments online. Two options are available.

1. E-Check (electronic check) – by providing the routing number and account number for a checking or savings account, payment can be sent electronically to Roanoke College. A nominal fee, assessed by our payment processor will be added to the total payment.

2. Credit Card – Visa, MasterCard, Discover and American Express cards are all accepted by Roanoke College. A convenience fee, assessed by our payment processor, is passed to the card user.

Checks may be mailed directly to the Roanoke College Business Office (please note student ID on memo line) or payments handled in person during office hours.

Granting Parent Access

Students may grant access for parents which allows parents to receive their own log in. This enables parents to view billing and make payments on the student account as needed. If a parent will be the primary payer on your account, we highly recommend taking a few minutes to grant this option.

➢ Log into MyRoanoke Student Portal
➢ Go to the WebAdvisor section in center
➢ Click on Grant Parent Access
➢ Then Allow Parent
➢ Select Parent Name
➢ Add email address if not shown or if incorrect
➢ Submit
➢ IT will issue a login - emailed directly to parent
➢ Parent view will be summary only
➢ Parent may make payments thru this login but detailed views and statements are under the student login

PreREG and Housing

Students are able to check their account status at any time but should always verify that there are no holds prior to important deadlines for them at preREG and housing selection.