Payment Options
for Students

Discover Chemeketa
Community College

Student Payer

Pay Online at https://my.chemeketa.edu
1. Select the Account link in the shortcut menu on the Home page
2. Select "Pay your Account"
3. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
4. Select "Make Payment" button on the left hand side
5. Input desired amount to pay, then click green "Next-Payment Method" button
6. Select your payment method –
   - Credit Card - We accept Visa, MasterCard, and Discover*
   - Bank Account - You may designate a checking or savings account for immediate withdrawal*
   - Flywire for International Student Payment – International students may also choose to pay with a wire transfer in their home currency

*Save Information for Future Use
You can save your check or credit card information for future use by entering a profile name on your payment. This will allow you to select that account information for future payments.

Set up a Payment Plan at https://my.chemeketa.edu
1. Select the "Account link" in the shortcut menu on the Home page
2. Select "Pay your Account"
3. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
4. Select green "Set up a Payment Plan" button on the left hand side of the screen
5. Confirm student information, then click "Next"
6. Confirm amount due, then click "Next"
7. Select payment plan: please note, any plan selected to begin after the first day of term is subject to late fees
8. Select your payment method: Bank Account or Credit Card
9. Please note that <u>payment plan payments are due on the 5th of every month and are automatically deducted</u> from the credit card or bank account you select when you enroll in the payment plan for the term

Pay in Person
At the Enrollment Center in Building 2 on the Salem Campus or at the main office at any of our other locations in McMinnville (Yamhill Valley Campus), Dallas (Polk Center) or the Woodburn Center.

Mail in Payment
Be sure to include your student ID# on the check to ensure proper processing and mail to:
Chemeketa Community College
Business Services, 2/200
PO Box 14007
Salem OR 97309

Someone Else is Paying for You

If you want someone to pay on your behalf you should know that in compliance with the Family Educational Rights & Privacy Act (FERPA) we are not permitted to share student account balance information with anyone other than the student, without prior authorization. The College has options to enable you to grant prior consent to another person to pay or transact business on your behalf. You are responsible for establishing one of these options in advance.

Authorize a Party to Pay for You

You can authorize a payer through your Nelnet account accessed through MyChemeketa. This will give the person access to your student account information via Nelnet and in person. The person will not have access to your MyChemeketa information such as grades, current enrollment, registration transactions, etc. An Authorized Party can only view the account history (including previous billings), current balance, process a payment, and set up a payment plan on your behalf.

Set Up an Authorized Party
1. Log on to https://my.chemeketa.edu
2. Select the Account link in the shortcut menu on the Home page
3. Select "Pay your Account"
4. Select "Proceed to Nelnet" (If first time, verify information and select security questions)
5. Select the "Add an Authorized Party" link on the right hand side
6. Input authorized party information, then click "Save"

The Authorized Party will be notified by email (to the email address you provide) that they have been given access and a separate link to use for accessing Nelnet. An authorized party cannot log in to Nelnet through MyChemeketa.edu

An Authorized Party will also be able to make payments in person on your student account as long as they have a valid form of identification.

FERPA Authorization Release
1. Authorize the release of your student records to others at https://my.chemeketa.edu
2. Select the Grades & Transcripts link in the shortcut menu on the Home page
3. Select "Student Records Release"
4. Select "Add Authorized Person"
5. You will be given a list of items that you can select for release (e.g. registration information, student account information, etc.)
6. You will select a code word. Be sure to inform the person you are authorizing what code word you have established

In Person Payment

We are happy to accept payment on your account from another person on your behalf. However, please note that we cannot tell the payer the account balance owed by you (without your prior consent as listed above.)

The payer will need to know the exact amount they need to pay prior to paying. Please be sure to communicate the exact amount to them in advance. If the amount is NOT known then we will be unable to process the payment. Your account profile should be set up in advance so that we can accept payments.

Agency Payments

We are happy to set up payment arrangements with an employer or other agency. Please have the authorized company representative contact us directly for more details at the contact information below.

Questions?

If you have any questions about your student account please contact Business Services at:

Email: businessservices@chemeketa.edu
Phone: 503.399.5011
In person: Upstairs in Building 2 on the Salem Campus (room 200)