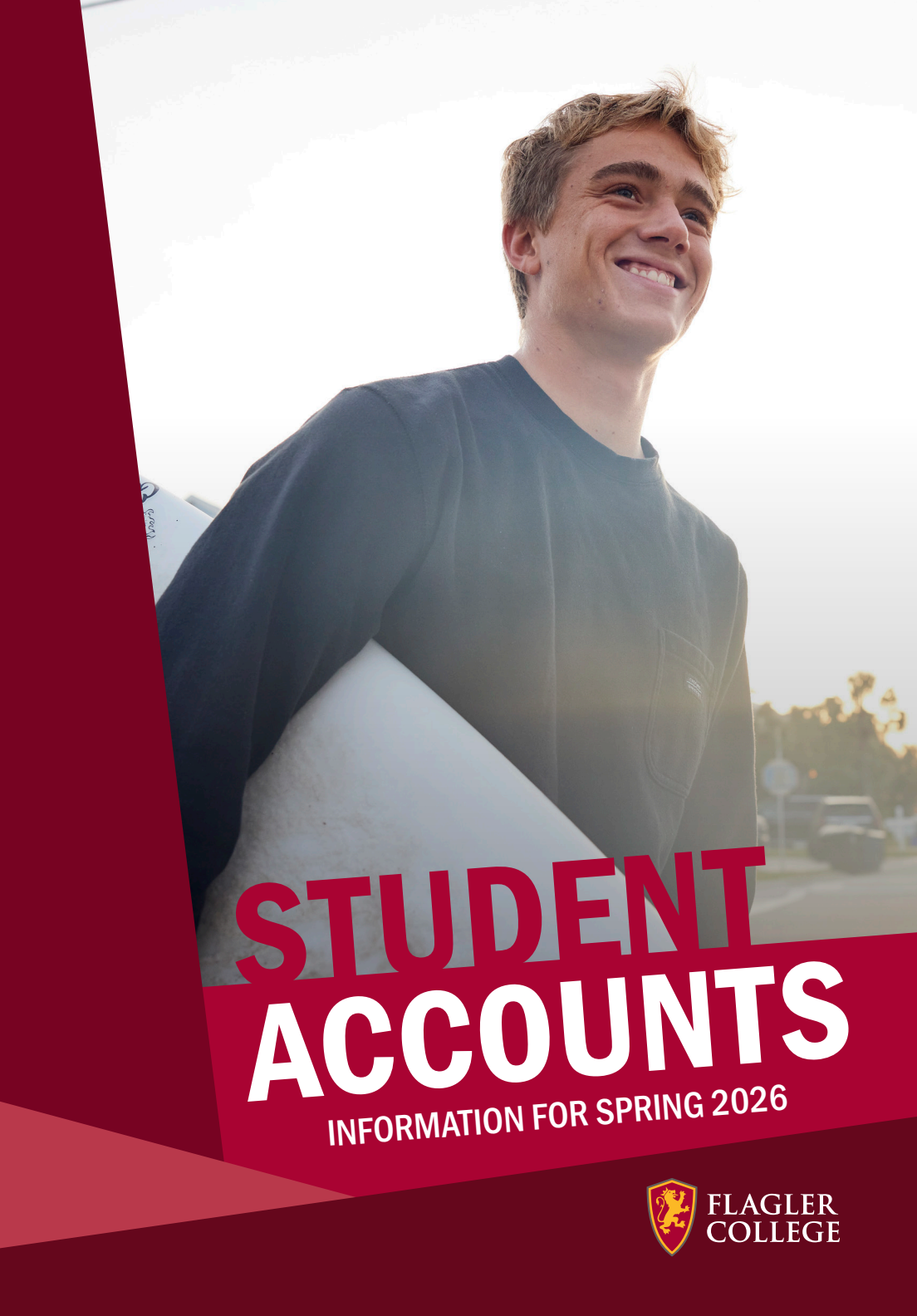




STUDENT ACCOUNTS

INFORMATION FOR SPRING 2026



FLAGLER
COLLEGE

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IMPORTANT FALL DATES

Here are a few important Student Account updates for all students attending Flagler College this fall. Please share this information with your parent(s) or authorized payer(s).

A paper statement for the Spring 2026 semester will be mailed to your address on file between November 17-21. Keep an eye out, it's one of the first steps toward an exciting new semester on campus!

NOVEMBER

November 17 - 21: Student statements are mailed to Newly Enrolled Students

November 17: Fall statements are viewable online for ALL students

DECEMBER

December 1: Enrollment period for Spring Payment Plan opens

Spring Payment plan payments continue as follows and are due 12/15,1/15,2/15,3/15,4/15

December 15: Spring balances must be paid in full OR enrollment in the payment plan is required

JANUARY

January 5: Eligible students can now use account credit at the bookstore

January 21: Fall 2025 classes begin

January 21: Last day to secure GradGuard tuition insurance

January 26: Financial Aid Period for Bookstore Purchases ends

FEBRUARY

February 9: United Health Care Waiver Deadline

ACCESSING TRANSACTION PAYMENT SITE

STUDENT ONLY

The Transact Payment Site allows students to view their statements and activity details, make payments, enroll in the payment plan, set up eRefund, and add authorized payer access.

- Visit **my.flagler.edu/ics**
- Login with your **student email username and password**
- Click on the **Students** tab
- Click on the red **Business Services** button
- Under Transact my Account Info, click the blue link **Payments/Invoices/Parent PINS**
- You will then be redirected to the **Transact Payment Site**

****All payments are due by December 15, unless you have enrolled in the online 5-month payment plan by that date. All accounts that are unpaid as of December 15, or do not have a payment plan in place, will be charged a late fee.**

PAYMENT OPTIONS

MAILING PAYMENTS:

*Only available for balances being paid in full. If you are enrolled in the Transact Payment Plan, you must make the payment online.



MAILING ADDRESS:

****Please indicate the Student's Name and ID number on the check**

Flagler College
Attn: Student Accounts
74 King Street
St. Augustine, FL 32084

ONLINE PAYMENT PLAN:

Accessing the Transact Payment Site, click on the Payment Plan menu option:

- Payment plan opens for enrollment starting December 1st
- Students have the option to enroll in the payment plan for spring on December 1st, but a minimum payment equal to the first installment (due December 15th) will be due at that time.

The regularly scheduled 2nd installment will be due on January 15th. The remaining installments are due 2/15, 3/15, & 4/15.



RE-ENROLLMENT IN THE PAYMENT PLAN IS REQUIRED EACH SEMESTER

Payments can be made online through the Transact Payment Site using a debit or credit card for an additional fee. You also have the option of paying online via ACH at no additional cost.

We also accept checks or cash in our office - not applicable for the payment plan.



AUTHORIZED PAYERS

In order for parents or other authorized payers to access your account information and the option to make payments via Transact, the student must **FIRST** add an Authorized Payer in Transact.

- Access Transact
- Select the **My Account** option from the menu
- Under the Payers section, select **Send a Payer Invitation**
- **Fill in the information and submit**
- Transact will send the authorized payer an email with instructions to set up their login.

*Note - Students can add more than one authorized payer to their account.

****Per Federal privacy laws, please note that we may **ONLY** discuss detailed student account information with the student. Any detailed information regarding the student account can **ONLY** be discussed with the student, online, in person, or on the phone.**

- In order to directly discuss a student's account with anyone other than the student, a completed and signed FERPA (Family Educational Rights and Privacy Act) release form is required.
- The FERPA release form should be signed by the Student **ONLY** with the Registrar's Office, or sign and have the signature notarized.

Please contact the Registrar's office for further information on submitting this form, at 904-819-6204 or via email at registrar@flagler.edu.

ENROLLING IN eREFUND

If your account shows a credit balance after the drop/add period, a refund will be issued based on your selected eRefund preference. Be sure to log into your Student Account and set up your eRefund option, only you have access to this through your payment login. Taking a few minutes now helps make sure you're ready if a refund becomes available.

- Access Transact Payment Site
- Select the My Account option from the menu
- Under Direct Deposit Refunds click Sign Up
- Enter your bank's routing number and checking account number

Cannot enroll special savings plans like a 529 in eRefund

0025

DATE

PAY TO THE ORDER OF \$

DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑆ 789123456 ⑆ 123789456123 ⑆ 0025

ROUTING Number ACCOUNT Number CHECK Number

GRADGUARD TUITION INSURANCE

We believe in making it easy and affordable to protect the investment you and your family have made in your education. That's why we've partnered with GradGuard to offer Tuition Insurance, giving you added peace of mind throughout your college journey.

WHAT IS TUITION INSURANCE?

Tuition Insurance provides a peace of mind by reimbursing tuition costs if a student withdraws at any time during the semester for a covered reason, such as: serious injury or illness, chronic illness, mental health conditions, or loss of a payee's employment. This would cover things such as: tuition, room, board, and other withdrawals fees that would normally not be refunded.

» To get a quote or learn more about the Tuition Refund Insurance from GradGuard visit their website, <http://www.gradguard.com/flagler>.



UNITED HEALTHCARE INSURANCE COVERAGE

United Healthcare Benefit Information: www.uhcsr.com/school-page

WHO IS REQUIRED TO HAVE INSURANCE

All full-time undergraduate students (12+ credits), including international students, must have adequate health insurance while enrolled at Flagler College.

PRO RATED COST FOR SPRING

\$1162.00

INSURANCE WAIVER

You may waive the coverage if you have your own insurance by completing a waiver before the deadline:

» **February 9, 2026**

1.

Submit proof of alternate coverage through the United Health Care waiver portal.

2.

Wait for a confirmation email from UnitedHealthcare.

3.

Once approved, the fee will be removed from your student account within 2 - 3 business days.

IMPORTANT REMINDERS:

- International students cannot waive the College's health insurance.
- Check your @flagler.edu email regularly for updates.
- If no approved waiver is submitted by the deadline, the fee will remain on your account and must be paid.
- A waiver submitted in the fall applies to the entire academic year.
- New full-time students in the spring must waive/enroll by the spring deadline

CAMPUS STORE

Please visit our Campus Store to purchase your required course materials! Get everything your professors selected at the best price. We price match textbooks from Amazon, BN.com, and local competitors.

You are able to shop in-store or online.

FOLLOW THE STEPS BELOW TO ORDER ONLINE:

- Log on to **flagler.bncollege.com**
- Locate the **Textbooks icon** in the top left & click **Find Textbooks**
- Select the **Current Term**
- **Refer to your class schedule** for the department, course, and section
- **Click Find Materials-** this will populate what is required and recommended for each class
- **Add the books to your cart and select Checkout**

You have the option to pay by credit card or financial aid. In order to use financial aid to purchase books, your balance must be paid in full and excess aid funds must be available to you. Aid can only be used to purchase required course materials.

The Student Account Office will notify the Campus Store of your eligible aid to use in-store or online. You will need your student ID number upon checkout, when selecting the Financial Aid option.

Financial Aid will be available for use from January 5 to January 26. Unsure if you have aid to use? You will be able to view this on The Transact Payment site under Activity Details.

For any additional questions for purchasing books, The Campus Store can be reached via email, **bookstore@flagler.edu**, or by phone, **904-826-8704**.

PARKING ON CAMPUS

The 2025-2026 are available for purchase.

The cost for the spring permit is \$140.

Students must log into the parking system using their **My Flagler login ID and password** (students do NOT need a separate user name and password for the parking site).

Please have the **plate number, car make and model information** for the vehicle you plan to register. Once payment is made, students can pick up their parking decal at the **Parking Office, located at Malaga Street/Abare Commons.**

NOTE: Students are NOT permitted to use financial aid credits to pay for parking.

For more information and to purchase your parking pass, visit **www.flagler.edu/parkingpermit** or reach out to **parking@flagler.edu**

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS!

Student Accounts Office:

- ☎ 904-819-6230
- ✉ studentaccounts@flagler.edu
- 🕒 Hours: 8 a.m. to 4:30 p.m., Monday through Friday

Financial Aid:

- ☎ 904-819-6225
- ✉ financialaid@flagler.edu

Registrar's Office:

- ☎ 904-819-6204
- ✉ registrar@flagler.edu

Residence Life:

- ☎ 904-819-6238
- ✉ residencelife@flagler.edu

Parking Office:

- ☎ parking@flagler.edu

Campus Store:

- ☎ 904-826-8704
- ✉ bookstore@flagler.edu





**SCAN TO LEARN MORE ABOUT
STUDENT ACCOUNTS**

