

STUDENT ACCOUNTS

INFORMATION FOR SPRING 2027

FLAGLER COLLEGE

TABLE OF CONTENTS

01 **IMPORTANT STUDENT ACCOUNT INFORMATION**

STUDENT BILLING 2
SPRING DATES 2

02 **TRANSACT PAYMENT INFORMATION**

ACCESSING STUDENT ACCOUNT 3
PAYMENT OPTIONS 4
ADDING AUTHORIZED PAYERS 5
ENROLLING IN EREFUND 6

03 **ADDITIONAL INFORMATION**

GRADGUARD TUITION INSURANCE 7
ON-CAMPUS PARKING 8
CAMPUS BOOKSTORE/FIRST DAY COMPLETE . . 9

04 **CONTACT INFORMATION**

CLOSING NOTES 10

IMPORTANT SPRING DATES

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

A paper statement for the Spring 2027 semester will be mailed to your address on file between November 16-20. Keep an eye out, it's one of the first steps toward an exciting new semester on campus!

NOVEMBER

November 16-20: Student statements are mailed to Newly Enrolled Students

November 16: Spring statements are viewable online for ALL students

JANUARY

January 4: Eligible students can now use account credit at the bookstore

January 20: Spring 2027 classes begin

January 20: Last day to secure GradGuard tuition insurance

January 26: Last day to Opt-Out of Flagler First Day Complete

January 26: Financial Aid Period for Bookstore purchases ends

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

December 23: Opt-Out period for Flagler First Day Complete Opens

ACCESSING TRANSACT 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.



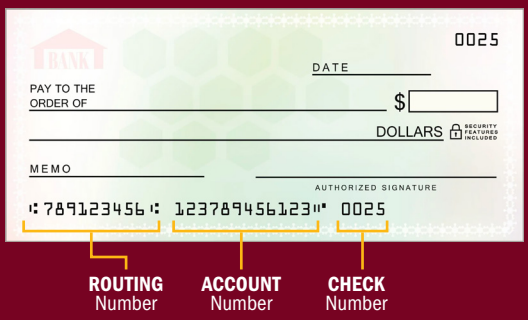
ENROLLING IN eREFUND

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





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, **www.gradguard.com/flagler**



PARKING ON CAMPUS

The 2026-2027 are available for purchase.

Spring is $175 for residents and $150 for commuter

HOW IT WORKS

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**



CAMPUS STORE
FLAGLER FIRST DAY COMPLETE

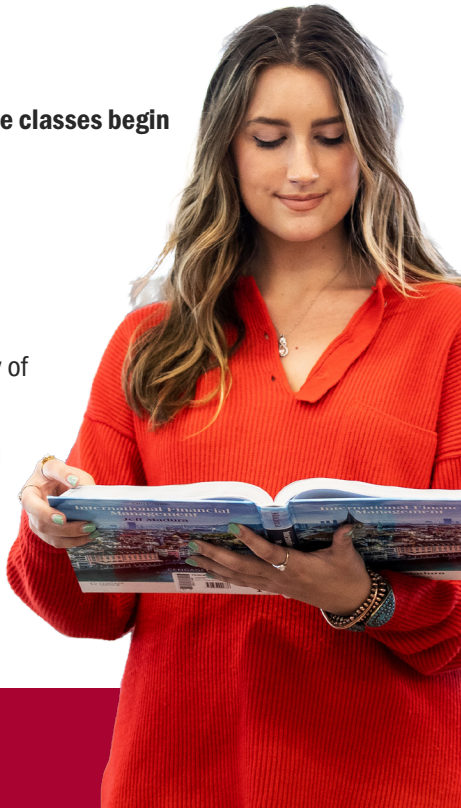
Get all your required textbooks, digital materials, and access codes before the first day of class through Flagler First Day Complete.

Eligible undergraduate students are automatically enrolled in the program when registering for classes, giving you access to your required course materials at a flat semester rate.

You may choose in-store pickup or home delivery for physical materials. Digital materials will be delivered directly through Canvas.

HOW IT WORKS

- Register for classes at **my.flagler.edu**
- Verify your required materials
- Watch for an email about **one month before classes begin**
- Select your preffered fulfillment method:
  - **In-store pickup**
  - **Home delivery**
- Access digital materials directly in Canvas
- **Receive your materials** before the first day of class
- Return physical rental materials **at the end of the semester**



OPT OUT & FINANCIAL AID

» Students have the option to **opt out of Flagler First Day Complete** between **December 23 - January 26, 2027.**

If you **opt out** and have **excess financial aid,** you may still use those funds to purchase your required course materials through the Campus Store.

If you **do not opt out**, you may also use available financial aid to purchase **any materials not included** in First Day Complete.

The Student Account Office will notify the Campus Store of the amount of financial aid you have available for eligible in-store or online purchases.

When checking out using the **Financial Aid** payment option, you will need to enter your **student ID number.**

Financial aid funds can be used from January 4 through January 26, 2027. Unsure if you have eligible aid available?

Visit the Transact Payment site and review your Activity Details.



LEARN MORE AT

www.flagler.edu/firstdaycomplete
or contact **the Campus Store**

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS!

Student Accounts Office:
- 904-819-6230
- studentaccounts@flagler.edu
- 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

FLAGLER COLLEGE

StudentAccounts@flagler.edu | 74 King Street, St Augustine, FL 32084 | (904) 819-6230