

IMPORTANT ANNOUNCEMENT

January 2, 2013

Pitzer College is excited to announce the launch of our new paperless billing system. Effective March 1, 2013, the Office of Student Accounts will cease mailing paper statements. In our effort to continue providing exceptional customer service, Student Accounts asks that students and their families become familiar with the electronic billing process.

As part of this change and to comply with Federal privacy laws, students must authorize other individuals to access their account information through the system. These individuals are referred to as “authorized payers.”

When an electronic billing statement is sent, students and authorized payers will receive an e-mail notification that their online bill is available. Students will be able to access billing information via the Pitzer portal at <https://mycampus2.pitzer.edu>. Since many students have a parent or other third party paying bills on their behalf, it is extremely important that students set up any authorized payers through CASHNet. Upon receipt of a username and password, authorized individuals can view, print and/or pay bills at <https://commerce.cashnet.com/pitzerepay>. Step by step instructions will be available on the Pitzer College Student Accounts website at www.pitzer.edu/offices/treasurer/student_accounts/index.asp. The Student Accounts staff is also available to assist you during normal business hours. Authorized payers will also receive email notifications when a bill is available and will have 24-hours 7 days a week access to view, print and/or pay the bill and also view all billing activity.

Electronic billing notification is sent to students at their Pitzer College email address and it is the responsibility of the student to read their Pitzer email in a timely fashion. The obligation to pay the Pitzer College Student Account bill by the due date is not altered or modified in any way by the electronic billing process. It will remain the responsibility of the student to ensure their amount due is paid on or before the due date. The electronic billing statement is printable. If you do not wish to utilize the online payment options of e-check or international funds transfer, you may print out the electronic bill and send the billing statement along with your check to our bank lockbox at the address on the e-bill. Electronic bills can also be saved as an attachment and sent by email. Students whose parents do not have access to email will be able to print the PDF copy of their bill and deliver it to them.

Many factors played a part in our decision to move to a paperless online billing system. At Pitzer, and colleges and universities across the nation, it has become commonplace to perform many academic and financial transactions and communications via email and the internet. The paperless billing system provides institutions with a secure, cost effective, time efficient and environmentally responsible billing process. Timely and effective communication with students and their families is an important part of the Student Accounts’ mission. We are dedicated to serving our students and families and continually strive to provide financial information and resources in a professional manner.

During the launch period of this new system, we realize that some unexpected issues may arise. Please let us know if you encounter any errors and inconsistencies so that we can improve our service. Please email any questions and/or comments about this process to student_accounts@pitzer.edu or contact us by phone at (909) 621-8191.