

REVIEW YOUR STUDENT ACCOUNT

- Go to: www.bennett.edu
- Scroll down to the bottom of the page, select Bellenet
- Enter: Student username and password
- Click: Finances Tab
- Scroll down to My Account Info
- For the Transaction History Version
 - Click: My Account Balance
 - Click: Student Accts Rec \$\$\$\$ Amount
- For the Condensed Account Statement Version
 - Click: Course and Fee Statement
 - Click: Generate My Course and Fee Statement
 - Click: View My Course and Fee Statement
- To Print Statement
 - Select File, upper left-hand corner of screen
 - Click **Print** (statement prints on printer) or **Print View** (statement prints on screen)

Note: Your account balance will change as new transactions post to your account during the academic year.

MAKE A PAYMENT

- Go to: www.bennett.edu
- Scroll down to the bottom of the page, select Bellenet
- Enter: Student user name and password
- Click: Finances Tab
- Scroll down to My Account Info
- Click: My Account Balance
- Click: Make a Payment
- Enter: Amount to Pay and click Submit
- Credit card button appears, click Continue
- Enter: Credit/Debit card information

SET-UP TUITION PAYMENT PLAN

- Go to: www.bennett.edu
- Select: Quick Links
- Click: Tuition Payment Plan
- Follow instructions to complete the process

APPLY FOR DEBIT CARD/STUDENT REFUND

- Go to: www.bennett.edu
- Select: Quick Links
- Click: Student Refund
- Click: Get Your Refund Here
- Follow instructions to complete the process

REVIEW FINANCIAL AID STATUS

- Go to: www.bennett.edu
- Scroll down to bottom of page, select Bellenet
- Enter: Student username and password
- Click: Finances Tab
- For Financial Aid Documents
 - Click: Financial aid document tracking
 - Click: Financial aid awards
 - ✓ Accept or decline financial aid awards
 - Click: Financial aid documents and forms
- For Financial Aid Status
 - Click: NetPartner Student
 - ✓ View awards
 - ✓ View accept awards
 - ✓ View documents
 - ✓ View messages
 - ✓ View loans
 - ✓ View loan history
 - ✓ View disbursements (**As of Date indicates that awards have posted to account**)
 - ✓ View lifetime awards

HEALTH INSURANCE WAIVER

- Go to: www.bennett.edu
- Select: Quick Links
- Click: Student Insurance Waiver
- Follow instructions to complete process

ACCESS 1098-T FORM

- Go to: www.bennett.edu
- Scroll down to bottom of page, select Bellenet
- Enter: Student username and password
- Click: Finances Tab
- Click on the 1098-T link on the left toolbar.
- Click the 2013 1098-T link
- Click Generate Report
- View your 1098-T Tax Form in pdf format and print, if needed.

CONTACT INFORMATION

- Business Office
 - Student Accounts Coordinator, 336-517-2121
 - Bursar, 336-517-2110
- Information Technology Services, 336-517-1479.
- Payment Plan, 336-517-2110
- Debit Card, 1-877-346-2756

STUDENTS

PLEASE READ YOUR BENNETT COLLEGE E-MAIL FOR OFFICIAL INFORMATION FROM VARIOUS OFFICES OF THE COLLEGE; **DELETE ALL UNWANTED E-MAILS.**

To access your e-mail account, go to www.bennett.edu, scroll down to the bottom of the page, and select Bellemail

Enter: Your username and password

If you do not know your Bellemail or Bellenet sign-in or having problems accessing Bellemail or Bellenet, please go to the Office of Information Technology Services (Helpdesk) immediately, located in the Carnegie Negro Library.

PLEASE CHECK YOUR STUDENT ACCOUNT, FINANCIAL AID STATUS AND OTHER INFORMATION ON BELLENET DAILY