

Payment Options for Students Accounts

Pay Online:

1. Log into myapps.chemeketa.edu
2. Select the Student Self-Service tile
3. Select "Pay your Account" under the Student Account menu
4. On the Nelnet payment page, select "Make Payment"
5. Input desired amount to pay, then click "Next - Payment Method" button
6. Select your payment method –
 - Credit Card - We accept Visa, MasterCard, Discover, and American Express*
 - 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
7. 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:

1. Log into myapps.chemeketa.edu
2. Select the Student Self-Service tile
3. Select "Pay your Account" under the Student Account menu
4. Select "Set up a Payment Plan"
5. Follow the prompts to set up a payment plan
6. Select your payment method: Bank Account or Credit Card*
7. Click on Submit to complete the plan set up process
8. *Please note that payment plan payments are due on the 5th of every month and are automatically deducted from the credit card or bank account you select when you enroll in the payment plan for the term

Pay in Person:

In Building 2, room 202 (Accounts Receivable window #1) 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# (K#) on the check to ensure proper processing and mail to:

Chemeketa Community College
Business Services, 2/202
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 from the student. 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 myapps.chemeketa.edu. This will give the person access to your student account information via Nelnet and in person. The person will not have access to your other student 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 myapps.chemeketa.edu
2. Select the Student Self-Service tile
3. Select "Pay your Account"
4. Select the "Add an Authorized Party" link on the payment page
5. 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 MyApps.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://myapps.chemeketa.edu>
2. Select "Student Records Release" under the Student Records menu
3. Select "Add an Authorization"
4. You will be given a list of items that you can select for release (e.g. registration information, student account information, etc.)
5. You will select a code word and provide it to the person you are authorizing. This code word will be used for verification purposes when they contact the college on your behalf

In Person Payments:

We are happy to accept account payments made by 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.

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: Building 2 on the Salem Campus
(room 202/Window #1)