SETON HILL UNIVERSITY

COLLEGE IN HIGH SCHOOL

TUITION PAYMENT GUIDE

1. **Click this link to the GriffinGate portal: https://griffingate.setonhill.edu/ICS/.**

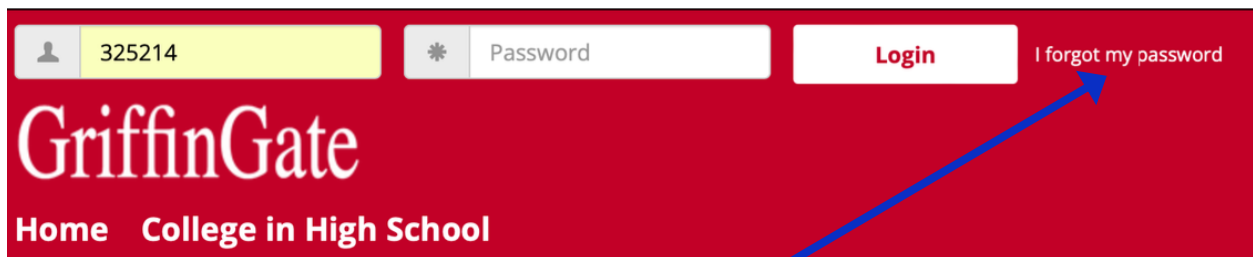2. **You will need the same login information you used when registering for College in High School classes.**

    a. **If you do not remember your USERNAME, go to the link: https://griffingate.setonhill.edu/ICS/College_in_High_School/Username_Lookup.jnz**

        • **This link will not work with the parent or guardian's email address.**

    b. **If you need to reset your PASSWORD, go to the link: https://griffingate.setonhill.edu/ICS/**

        • **Please enter your username. It should consist of six numerals. Then select the button "Continue",**
        • **Click on the link that says, "I forgot my password",**
        • **Enter the student's email address. This will be the same email address used when creating the CHS account. This step will not work with the parent or guardian's email address.**
        • **A link for resetting the password will be sent to the student's email address.**

👤 325214	✳ Password	**Login**	I forgot my password

GriffinGate

Home   College in High School

You are here: Home > Home

   PLEASE RETAIN THE USERNAME AND PASSWORD FOR FUTURE USE.

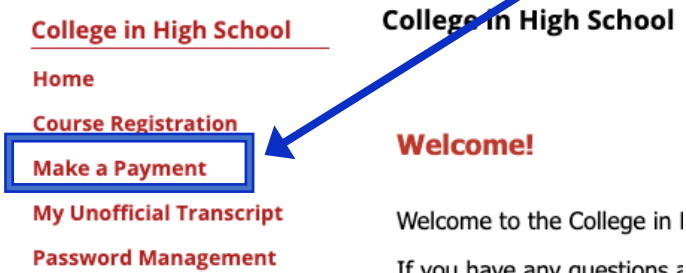**3. After logging in, from the homepage, select College in High School**

4. Select the "Make a Payment" link from the College in High School portal.

5. Click on "Pay/View Bill/Select Refund Method."
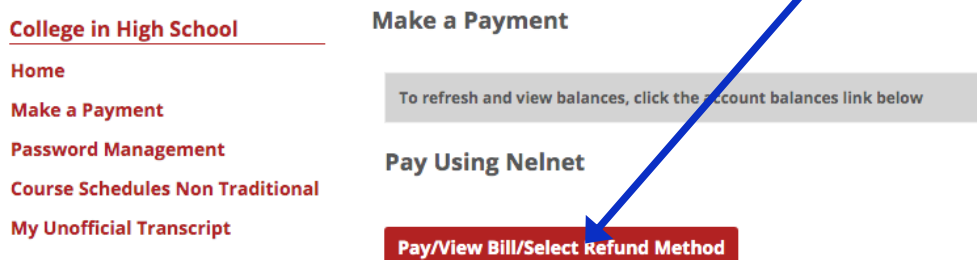
6. Review the form with your personal information on the following page if this is your <u>first time</u> logging in to the Nelnet portal.

7. After completing the form, click "Submit."

8. If this is your first time logging in, you will be asked to designate a 4-digit PIN; after creating your PIN, click OK.

9. This window will display the Current Balance. PLEASE NOTE: The Current Balance may take up to 24 hours to show after registration. The system will process charges overnight. You can still pay on a zero balance – calculate your balance by taking the number of classes and multiplying by $230. There is no charge for a one-credit science lab. If you prefer, you can wait until the next day to pay the tuition.

Home	My Profile	Financial Accounts

Hello Me

$ **Payment Activity**
Me 20 ID: 325214

View Details

Current Balance
$0.00 Transaction Details

Make a Payment

10. Click on "Make a Payment"

11. Enter the tuition amount due for Fall 2024 College in High School (2425CF) AND/OR Full Year 2024-2025 College in High School (2425CA), depending on how you registered for your classes. At the bottom of the screen, select "Next – Payment Method".

Please do not use any of the University Students payment box options.

At the bottom of the screen, select "Next – Payment Method".

Please review general notices under the Bell Icon at the top of the Nelnet page for important information.

Home   My Profile   Financial Accounts   🔔   🔒 Signed in as Me   ➡

Make A Payment
Me 20 ID: 325214

① Select A Payment   ② Payment Method   ③ Receipt

Want to designate another payer?

The balance displayed is your overall balance due at Seton Hill University for tuition and fees. It may contain multiple terms and years. The open term name may not coincide with the term that you are currently enrolled in at Seton Hill University when you are enrolled in multiple terms. The default term is simply the most recently opened term for all students. Your last statement displays the balance due only at the time it was delivered. To view your eBill, click on View Last Statement. To review all transactions, including transactions received after your last statement, please go to Transaction Details to view a term by term list of transactions that include each year and term.

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
Seton Hill University	College in High School Fall 2223CF		$ 230.00
Seton Hill University	College in High School Full Year 2223CA		$ 230.00
Seton Hill University	University Students Fall 2022 (2223FA)	$0.00	$ Enter Amount

PAYMENT AMOUNT **$460.00**

Cancel   **Next - Payment Method**

5

12. You will be asked to select your payment method on the next page.

13. After selecting the payment method, you will be prompted to enter your bank account details or your credit/debit card.

14. If you have any questions, please contact Connie Beckel, Assistant Director of College and High School, at <u>beckel@setonhill.edu</u>.