

Tuition and Fees - CAPS

Office of University Financial Aid (for questions regarding financial aid)

651.638.6241 (800.255.8706, ext. 6241)

Online: bethel.edu/adult-undergrad/financial-aid/tuition and bethel.edu/graduate/financial-aid/tuition

Business Office (for questions regarding payment options)

651.638.6208 (800.255.8706, ext. 6208)

Online: bethel.edu/business-office

Office Hours: Monday–Friday 8 a.m.–4:30 p.m.

Summer Hours: Monday - Thursday 10:30 a.m. - 12:30 p.m.

Full payment is due on the start date of each course. Tuition is generated through information from the Office of the Registrar. Therefore, the student account will be billed once the student has been registered for their course(s). Students are responsible for payment reaching the St. Paul Business Office when due, regardless of the source of payment. Payment must be received in US dollars. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid. Loan applications should be made well in advance of registration for funds to be disbursed at the beginning of the term. A finance charge of 1% per month will be assessed on any charges more than 30 days past due. Enrollment for succeeding courses is dependent on full payment of the previous expenses.

Students can view their account and/or pay online through My.Bethel portal. Find the [My Statements & Finances](#) on the My.Bethel home page.

Ways to make a payment

- Online by Electronic check: Authorize a one-time payment of automatic withdrawal from your checking or savings account with no fee.
- Online by Credit Card: Visa, Mastercard, American Express, or Discover with a non-refundable fee of 2.75% or \$3 minimum,.
- In Person: Pay by cash, check, or money order at the St. Paul Business Office, 8 a.m. to 4:30 p.m. M-F. (Credit cards are accepted online only.) For after hour payments, a drop box is located next to the Business Office door, Room CC208.
- Mail a check to: Bethel University, Business Office, 3900 Bethel Drive, St. Paul, MN 55112-6999. Please include your student ID number in the memo portion of the check.

Employer Tuition Reimbursement

During the final week of each course, upon request made by the student, the Business Office will send "Tuition Reimbursement Billing Invoices" to the student's home address. Students may submit the invoice(s) to their employer for reimbursement.

To request Tuition Reimbursement Billing Invoices contact the Business Office at 651.638.6208, or e-mail your request to business-office@bethel.edu. Please include your student ID number with your email request.

For more Business Office (Student Account) information:

College of Adult & Professional Studies: bethel.edu/business-office/caps

Graduate School: bethel.edu/business-office/gs

Contact the Business Office at 651.638.6208 (800.255.8706, ext. 6208) or email business-office@bethel.edu. Please include your student ID number in your email.