



Billing Info

Manage Your Account Online!

Thank you for registering for college in high school classes with us! Please follow the steps listed below to access your invoice and make payment arrangements.

View Your Tuition Invoice Online:

1. Log in to your **MyMAC Portal** at <https://portal.mtaloy.edu/ics>
2. Select the **Student** tab
3. Scroll to the **My Account Info** section
4. Select **Tuition Invoice, Generate Tuition Invoice, and View Tuition Invoice**

* Pay Your Invoice or Set Up a Payment Plan Online:

1. Follow Steps 1, 2, & 3 above
2. Select **Go To CASHNet**
3. From the menu on the left-hand side, select **Make a Payment** and follow the prompts. When prompted for the term, please select "**College in High School WT24**"
4. Or from the menu on the left-hand side, select **Payment Plans** and follow the prompts. More detailed instructions are on the back of this flyer.

If someone will be making payments on your behalf, you can invite them as a payer in Cashnet.

**Invoices are due
November 22nd**

**Billing and financial information can NOT be given to parents/
guardians unless *FERPA* permission is granted by the student.**

Contact Us!

Administration Building 124
Phone: 814-886-6368 | Fax: 814-886-4655
BusinessOffice@mtaloy.edu



Billing Info Continued

Additional methods to submit payment

In addition to paying online, payments can also be submitted over the phone with a debit/credit card or by mailing a check.

If you want to **pay over the phone**, please call 814-886-6368. If someone will be calling the office to make a payment on your behalf, they will either need to know exactly how much to pay or you will need to complete the FERPA permissions by logging into the MyMac Portal page and selecting the "College in HS" tab.

If **paying by check**, please include a printed copy of the tuition invoice. Please make checks payable to "Mount Aloysius College" and mail to the following address:

Mount Aloysius College
Attn: Business Office
7373 Admiral Peary Highway
Cresson, PA 16630

Payment Plan Information

The college is now offering a payment plan for a fee of \$25. The payment plan would be 6 monthly payments (November-April). The enrollment fee and the first payment are due at the time of enrollment. For the plan amount, please enter the total amount billed for the classes registered. If you need assistance setting up the payment plan, please call the Business Office at 814-886-6368 or email businessoffice@mtaloy.edu.

Important Tax Form Information

The college will mail the tax form 1098-T each calendar year by January 31st. Students do have the option to sign up to receive this form electronically. Otherwise, please ensure that the college has accurate mailing information to avoid any delays in receiving the tax form.

Scan here for instructions on how to receive the tax form electronically.



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