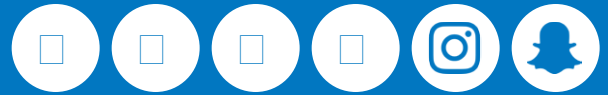




## *HLC Accreditation Evidence*

Title: Barton Business Office

Office of Origin: Vice President of Administration - Business Office



▶ MYBARTON

## Billing and Payment

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The Business Office is located in the Kirkman Building on the Barton County campus. Please see below in the Contact area for phone numbers and hours of operation. The Business Office provides the following services:

### Paying for College

Student Financial Responsibility Statement

We accept many options to pay for college. Learn more about available options on the [Pay the College webpage](#).

**Please note: Prior balances must be paid before the start of the current semester.**

### Financial Aid Refunds – BankMobile

If your financial aid exceeds your Barton account balance, the difference will be issued to you as a refund for you to use for educational expenses. Please visit the [Receiving Financial Aid webpage](#) and Disbursement Policy section for more information.

### Disburse Community Scholarships

Community Scholarships checks &/or award letters can be sent to Business Office for processing:

Barton Community College  
Attn: Business Office  
245 NE 30 Rd

Great Bend, KS 67530

## Barton County Campus Book Vouchers

Vouchers are issued to students receiving excess financial aid, 3rd party authorization, military benefits, or have signed up for the NBS payment plan. Book charges will be included in your account balance. Visit the [Purchasing Textbooks with Financial Aid webpage](#) for more information.

## Third Party Billing

Third Party billing is recognized as a form of payment to bill your employer, military, educational trust or government agency. We must receive a [third party authorization form](#) or an appropriate form from your employer or agency before classes starts.

## FERPA

In accordance of [FERPA regulations](#), the Business Office is unable to discuss specific account information with anyone other than the student without the completion of a FERPA release form. The release form is found on the student's [MyBarton Portal](#). Login to your Portal and then select PAWS. Under the Student tab, select Authorize Release of Information.

## Tuition Tax Credit – 1098T IRS Form

### Update Your Tax Information

The information on Form 1098T will help you determine if you or parents of a dependent student may be eligible to take the American Opportunity Credit/Hope Credit or Lifetime Credit to reduce federal income tax.

The college will need the student's correct Social Security Number (SSN) and current address. If the college does not have your SSN you will need to contact the Business Office or Enrollment Services with this information. If we have an incorrect SSN on file, you will need to provide a copy of your signed SSN card along with a picture ID and submit it to Enrollment Services. To update your address, log onto your [MyBarton Portal](#) and then your PAWS account, and select Personal Information/View Addresses. This information must be received by December 1st of the calendar year.

### Tax Form 1098T Available Online

To view or print your Form 1098T Tuition Statement, follow the instructions below:

- 1) Under the MYBARTON button, select MyPortal. Enter your User ID and Pin.
- 2) Select PAWS account /Student tab. Click Student Records and then Tax Notification. Enter Tax Year. If you were eligible for a 1098T, you will be able to print from the screen.
- 3) We also offer an Electronic 1098T. Click the Authorization for Electric 1098. It must be requested by

December 31 to be effective for that calendar tax year.

4) Please contact the Business Office at (620) 792-9318 or by email at [businessoffice@bartonccc.edu](mailto:businessoffice@bartonccc.edu) with any questions.

For additional information about the Taxpayer Relief Act of 1997, please consult your tax advisor or request IRS Publication 970, Tax Benefits for Higher Education, by contacting the IRS at (800) 829-1040.

## Staff

### Comptroller

Terry Barrow

### Business Manager

Laura Stutzman

### Accounts Payable Clerk

Jennifer Smith

### Accounts Receivable

Michele Brack  
Mary Jane Felke  
Christy Schultz

### Cashier

Michele Brack

### Collections & Process Coordinator

Brenda Brack

Academic Advising

Career Center

Financial Aid & Scholarships

Support Services

Student Life

Bookstore

Library

Registration & Enrollment Services

**Billing and Payment**

> Pay the College

> Payment Plan

> Cost per Credit Hour

> Tuition Waivers and Refunds

> Student Financial Responsibility Statement

Transcript Requests & Transfer

Graduation

Online Services and Messaging

## Contact Us

Business Office

(620) 792-9321

(800) 748-7594 ext. 321

Fax: (620) 786-1160

[BusinessOffice@bartonccc.edu](mailto:BusinessOffice@bartonccc.edu)

Mailing Address:

Barton Community College

Attn: Business Office

245 NE 30 Road

Great Bend, KS 67530

Regular Hours

Mon.-Thurs. 7:30 a.m.-5 p.m.

Fri. 7:30 a.m.-4 p.m.

(Please note, the college is closed on  
Fridays during summer hours)

## BARTON WEBSITES

[Barton Home](#) |

[BARTonline](#) |

[Ft. Leavenworth](#) |

[Ft. Riley](#) |

[Grandview Plaza](#) |

[MidwestOSHA](#) |

[Foundation](#) |  
**RESOURCES**

[Employment Opportunities](#)

[Text Alert System](#)

[Notice of Non-discrimination](#)

[Policies and Procedures](#)

[Net Price Calculator](#)

[Kansas DegreeStats](#)



**CONTACT**

Barton Community College

245 NE 30 RD

Great Bend, KS 67530

(800) 748-7594 | (620) 792-2701

[Locations and Hours](#)

[Contact Barton](#)

[Provide Feedback](#)