
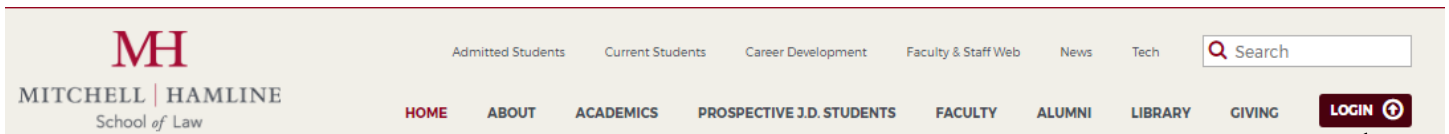


## BILLING INFORMATION and STUDENT ACCOUNT ACCESS INSTRUCTIONS

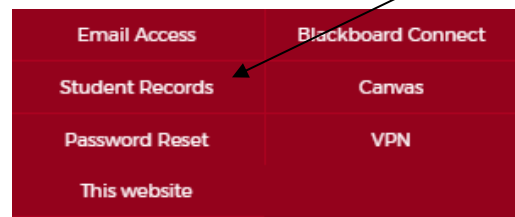
The official email used for billing and student account notification purposes is your MHSL student email. We encourage students to check this email account regularly for updates.

**Mitchell Hamline School of Law does not generate or mail paper invoices or statements.** Instead, each student has an online student account that is accessible through the Student Information Pages on the MHSL website 24/7.


To access your student account, click  found in the upper right hand corner of any page on the MHSL website.



Select *Student Records* to access the Student Information Page login.



Login using your Student ID# and your Exam ID#.



MITCHELL | HAMLINE  
School of Law

### Student Information Pages

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**Agreement**

By clicking the login button, which permits me to register for classes at Mitchell Hamline School of Law, I acknowledge that I have been put on notice of the school's policies and procedures which are contained in the Mitchell Hamline School of Law Handbook.

I will be held accountable to those policies and procedures, even if I do not read them. Those policies and procedures will periodically be amended or supplemented by publication in Student News, which will be sufficient notice of changes in Mitchell Hamline policies and procedures.

Student ID	<input style="width: 90%;" type="text"/>
Exam ID	<input style="width: 90%;" type="text"/>
<input type="button" value="Login"/>   <input type="button" value="Cancel"/>	

If you have questions about the school's policies and procedures, the most appropriate persons to contact are the Dean of Students, the Vice Dean for Academic Affairs, or the Registrar.

You will be prompted to provide your Social Security Number if we don't have it on file.

**Mitchell Hamline is required by Federal Law to submit annual 1098T tax forms to the IRS. We do not have your Social Security number on file, so please submit your Social Security Number below.**

**Thank you.**

Social Security Number:  -  -

Select MY STUDENT ACCOUNT to view your account detail and current balance due. Transactions are in date order, click on the numbers at the bottom of the display to scroll.

DEMOGRAPHICS MY SCHEDULE MID-TERM GRADES MY TRANSCRIPT GRADUATION REQRMTS MY STUDENT ACCOUNT  
FINANCIAL AID PORTAL CLASS REGISTRATION EXTERNSHIP PROPOSAL

**My Student Account**

Student ID  
Name  
Account Balance \$:00

Date	Text	Amount	Balance
12/18/2015	Emergency Student Loan	1,000.00	1,000.00
12/18/2015	Emergency Student Loan	-1000.00	.00
12/18/2015	Student Refund Check	1,000.00	1,000.00
1/15/2016	Printing/Copying Fee	5.00	1,005.00
1/15/2016	SBA Fee	50.00	1,055.00
1/15/2016	Technology Fee	125.00	1,180.00
1/15/2016	Tuition - Full Time	19,600.00	20,780.00
1/20/2016	PF - W25 - Spr 16	-4900.00	15,880.00
1/23/2016	PF - DLGP - Spr 16	-8616.00	7,264.00
1/23/2016	PF - DLUN - Spr 16	-10141.00	-2877.00
1/28/2016	Student Refund Check	2,877.00	.00
2/3/2016	PF - DLGP - Spr 16	-5127.00	-5127.00
2/5/2016	Student Refund Check	5,127.00	.00
5/4/2016	Application Fee - DRI London	250.00	250.00
5/5/2016	3974	-250.00	.00

1 2

Charges and payments are posted to your account on a daily basis. If you have any questions or believe that any items posted to your student account are incorrect, please contact [student.account@mitchellhamline.edu](mailto:student.account@mitchellhamline.edu) or call the Student Accounts Administrator at 651-290-6312 as soon as possible so the matter can be resolved.

## CONTACT & MAILING INFORMATION

Tim Schroeder, Student Accounts Administrator  
E-mail: [student.account@mitchellhamline.edu](mailto:student.account@mitchellhamline.edu)  
Website: <http://mitchellhamline.edu/student-finances/>

Office Hours: Monday – Friday 8:00 am – 4:00 pm. Other times available upon request.  
Phone: 651-290-6312  
Fax: 651-290-8657

Mitchell Hamline School of Law  
Attn: Student Accounts, Room 276  
875 Summit Avenue, St. Paul, MN 55105-5076

**Please include your MHSL ID# on checks/remittance advices.**