

# Know Before You Owe

Presented by

## The Bursar's Office

### 2012

## Springboard to Success

# Bursar's Office

What is a Bursar?

A Bursar is a treasurer or business officer of a college or university.

Where are we located?

Main Office – Room 1101 Rendleman Hall

Cashier in the Service Center, Room 1309 Rendleman Hall

How can you reach us?

Email – [bursar@siue.edu](mailto:bursar@siue.edu)

Website – [www.siue.edu/bursar](http://www.siue.edu/bursar)

Phone – 618-650-3123

[siue.edu/bursar](http://siue.edu/bursar)

# What is CougarNet?

([www.siu.edu/cougarnet](http://www.siu.edu/cougarnet))

CougarNet is where you will find:

- Bill, account balance, installment amounts
- Personal information (phone, address)
- Financial aid information
- Grades and academic record information

**VIEW YOUR COUGARNET ACCOUNT OFTEN!**

## Student Responsibility for Payment of Educational Services Financial Agreement

- Agreement details the financial responsibility that students accept upon registration.
- Available on CougarNet under “Student” and “Registration”
- Agreement **MUST** be accepted online each semester before registering.
- Students are not relieved of their financial responsibility unless they officially withdraw from classes within the published deadlines for refunding of tuition and fees.

# Family Educational Rights & Privacy Act FERPA

- Protects student educational records such as academic progress and financial data
- Students “own” their educational records and such data may not be disclosed without the student’s consent
- This includes parents!
- Authorization form provides consent
  - For Billing and Financial Aid Information
  - Notarized signature of student or witnessed by Bursar’s Office employee (must use SIUe form that can be downloaded from the Bursar website)
  - Password protected\*
  - Form available in student packet

\*Please note, the password assigned on the Authorization form is used to verify the 3<sup>rd</sup> party’s identity to discuss matters over the phone or through email. This password is separate from the eBill login password.

# How do I get my bill?

**SIU**e<sup>®</sup> sends an “eBill”, or an email notification that:

1. Tells you the payment due date
2. Prompts you to view updated bill at [www.siu.edu/paymybill](http://www.siu.edu/paymybill) or on CougarNet

Students can authorize parents or other third parties to receive the same eBill notification

- Authorization instructions included in your student packet



- **Tip** – for your convenience, make this password a simple one to remember.

# Financial Clearance

- Students are financially cleared once they have paid their charges in full or have paid their first installment payment.
- All charges from a previous semester must be paid in full to be financially cleared.
- Access to University services including classroom attendance, Blackboard, housing, meal plan, library, computer labs, fitness center and Student Job Finder are provided to students once they are financially cleared for the semester.
- How does Financial Aid affect my bill and financial clearance?
  - Financial aid pays current semester charges
  - Unless Financial Aid covers entire balance, a payment will be required by the first installment due date



# How do I make my payment?

- Pay your bill online at [www.siu.edu/paymybill](http://www.siu.edu/paymybill) - Online payments must be completed **before** 4:30pm CST on the payment due date
  - Pay by eCheck by entering you bank routing number and your account number (no service fee) – do not use “bill pay” from your bank unless you allow ten days before due date
  - Pay by Credit Card (MasterCard, Discover, American Express)
    - A service fee of 2.75% will be added to the payment amount
    - Credit cards are **NOT** accepted in person at the Bursar’s Office
- Cash – In person only
- Paper Check - In person, by mail, or night drop
  - If paying by mail,
    - Please allow sufficient time to meet payment due date. We suggest that you mail your payment at least 7 days in advance.
    - Please write the student’s ID number (begins with 800...) on check

N. E. Student 2228  
2500 Mission Square Drive  
San Francisco, CA 95102 Date \_\_\_\_\_  
Pay To \_\_\_\_\_ \$ \_\_\_\_\_  
The order of \_\_\_\_\_ Dollar \_\_\_\_\_  
@ 23456780 @ 23456789 @ 23445\* 2228  
Routing/Transit Number Account Number Check Number



# Installment Payment Plan

- Automatic enrollment if student account is not paid in full by first payment due date

- \$20 charge per semester

- Pay in 4 installments (3 in Summer)

- Installments are calculated AFTER available Financial Aid

- First installment payment secures your registration. If it is late or missed, the student's registration will be cancelled.**

- Assume student decided not to attend which makes space available in classes.

- If last 3 installment payments are late or missed, the student's registration will not be cancelled; however, a 1.5% late fee will be added to the student's balance

# Fall Billing & Payment Schedule

## Bill Date

July 14

September 08

September 29

October 20

## Due Date

**August 10**

September 28

October 19

November 09

Remember, if the first installment is not received in our office by August 10<sup>th</sup>, the student's registration will be cancelled.

# View Your Bill and Pay Online

## [www.siu.edu/paymybill](http://www.siu.edu/paymybill)

Student  
Login

Third  
Party  
Login

**Students:** Enter your eID (the first half of your SIUe email address (example: jsmith) and password.

**Third Party:** Enter your User Name (assigned by your student) and password (you chose when you registered).

**Your Account**

Account Balance	\$3,419.66
Installment Amount Due	\$874.92

[View your student account detail](#)  
(turn off pop-up blocker (see Help-MISC on how to))

[View Payment Due Date](#)

[Click here to make a payment](#)  
(Credit balances are not displayed)

[Click here to signup for Springboard to Success](#)  
(First-time Freshman Only )

The last payment received was for \$0.00 on x/x/20xx.

Summary of balance & amount due.

For itemized charges and payments click here. POPUP BLOCKER MUST BE DISABLED!

Students, authorize parent or 3<sup>rd</sup> party here:

**Parent PINs**

[Add New](#)

You currently do not have any Third Party Users set up.

Click here to authorize a parent or third party.



Search

## Account Detail for Term

**80000000 Student Name**

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

Please remit payment by due date **August 10, 2012**

DUE  
DATE

Include this information  
with your payment



Your billing information is presented below. Please remit payment for the "Current Amount Due". If you have authorized financial aid (awaiting disbursement) and/or memo transactions (potential financial aid or third party payment not yet received), please remit payment for the "Current Due Net of Authorized Financial Aid and Memos" (scroll down). If you are following the Installment Payment Plan, please remit payment for the "Current Amount Due" under Installment Plan Section (scroll down). Your payment must be received and posted to your account by the payment due date published at the Bursar's website, [Payment Dead Line](#), and included in your latest E-billing email.

[Make An Online Payment](#)

### Mail A Payment

Please write the student's University ID number (upper right side of screen) on your check along with your student's name and mail it to  
Office of the Bursar  
SIUE  
PO Box 1042  
Edwardsville, IL 62026.

Please allow at least 7 days for Post Office handling.

**201235 Fall 2012 Term Detail**

**Financial Clearance Status**

You are **NOT** cleared for the term.

Financial clearance status is updated nightly. If student is not cleared, action must be taken.



Detail Code	Description	Item Date	Charge	Payment	Balance
FATH	Athletic Fee	7-Jul-12	\$117.50		
FCEN	Engineering Course Fee	7-Jul-12	\$20.00		
FFCM	Facilities Maintenance Fee	7-Jul-12	\$189.00		
FFIT	Fitness Center Fee	7-Jul-12	\$69.30		
FMUC	Univeristy Center Fee	7-Jul-12	\$148.90		
FSAS	Student Acad. Success Ctr Fee	7-Jul-12	\$63.00		
FSTS	Student To Student Grant	7-Jul-12	\$6.00		
FSWA	Student Welfare Activity Fee	7-Jul-12	\$91.00		
FTEC	Information Technology Fee	7-Jul-12	\$75.00		
FTXR	Textbook Rental Fee	7-Jul-12	\$123.00		
TUR	Tui (UG) Resident	7-Jul-12	\$2,216.46		
HWLH	Woodland Hall	7-Jul-12	\$2,345.00		
MLAB	Meal Plan A or B	7-Jul-12	\$1,890.00		
CHAF	Housing CHAF	7-Jul-12	\$15.50		
HADV	Housing Advance Payment	7-Jul-12		\$200.00	
<b>Net Term Balance</b>					\$7,169.66
<b>Net Balance for Other Terms:</b>					\$0.00
<b>Account Balance:</b>					\$7,169.66
<b>Current Amount Due as of July 16, 2012 (today's date):</b>					\$7,169.66

Detail of Authorized Financial Aid (awaiting disbursement) on your account is shown in this section below. Your payment for the "Current Due Net of Authorized Financial Aid" amount below must be received and applied to your account by the payment due date published at the Bursar's website, Payment Deadline, and included in your latest eBilling email.



**Authorized Financial Aid as of July 16, 2012**

Detail Code	Description	Expected Payment	Balance
4PEL	Federal Pell Grant	\$1,000.00	
<b>Authorized Financial Aid Balance:</b>			-\$1,000.00
<b>Account Balance net of Authorized Financial Aid:</b>			\$6,169.66
<b>Current Due net of Authorized Financial Aid:</b>			\$6,169.66



**Memos as of July 16, 2012**

5FSL	FFELP Subsidized Loan	\$2,750.00	
<b>Memo'd Financial Aid Balance:</b>			-\$2,750.00
<b>Account Balance net of Authorized FinancialAid and Memos:</b>			\$3,419.66
<b>Current Due net of Authorized Financial Aid and Memos:</b>			\$3,419.66

Bill date is date installment amount is billed. Click [here](#) for Payment DeadLine.

**201235 Fall 2012 Installment Plan**

**Fall 2012 Installment Plan:**

Detail Code	Description	BILL Date	Amount
IPPA	Installment Amount	7-Jul-12	\$854.92
IPPF	Installment Plan Fee	7-Jul-12	\$20.00
IPPA	Installment Amount	8-Sep-12	\$854.92
IPPA	Installment Amount	29-Sep-12	\$854.92
IPPA	Installment Amount	20-Oct-12	\$854.90
<b>TOTAL:</b>			\$3,439.66

**BILL** date, NOT due date. Click above for deadline dates.

To pay in full, pay this amount

**Installment Amount Due as of July 16, 2012 (today's date):** \$874.92

To pay in installments, pay this amount

This is the date you are viewing the bill

Presentation materials are available online  
at [www.siu.edu/bursar](http://www.siu.edu/bursar).

Please ask for assistance.  
We're here to help!

Thank you for choosing

**SIUe**<sup>®</sup>