

# SIUE Bursar's Office Reference Guide

Bursar's Office – Rendleman Hall, room 1101; [siue.edu/bursar](http://siue.edu/bursar); 618-650-3123; [bursar@siue.edu](mailto:bursar@siue.edu)

## Billing Address

- Important - keep your address updated in CougarNet
  - "Personal Information", "View and Update Address and Phones"

## Financial Agreement - before registering on CougarNet:

- Click "Student", "Registration", "Student Responsibility for Payment of Education Services at Southern Illinois University"
- Click "I Accept" after you have read through the SIUE Payment Policy
- Repeat online agreement each Fall and Spring semester

## Withdrawal

- If registered and decide not to attend classes, must notify the Service Center in writing to drop classes or you are responsible for a portion or all current semester charges.
- Housing residents must also cancel housing contract in writing at the Housing Office.

## Authorization to Release Information

- Family Educational Rights and Privacy Act (FERPA) requires SIUE to have your permission on an Authorization to Release Information form, to discuss your account over the phone or through email with the individuals you have listed.
  - Log onto CougarNet and go to *Student > Student Account > Authorization to Release Information*
    - Create password - pet's name, hobby, or something easy to remember
    - Share password and your SIUE id 800# with the listed individuals

## eBilling

- If enrolled and have an e-ID, will receive monthly CougarNet email notifications.
- Check frequently for account changes at [www.siue.edu/cougarnet](http://www.siue.edu/cougarnet); - Student > Student Account > Student Bill or download the SIUE app

## eBill Authorization

- Authorize family, guardians, and sponsors to receive SIUE ebill email notices to view your account and make payments.
  - [siue.edu/bursar/pay-my-bill/third-party.shtml](http://siue.edu/bursar/pay-my-bill/third-party.shtml) for instructions

## Financial Clearance

- Once registered, pay first installment or total amount due to avoid being dropped on first payment due date for fall and spring semesters.
- When officially enrolled (financially cleared), you may use campus facilities for that semester
- Check financial clearance (updated nightly) – CougarNet > Student > Student Account > Student Bill > Select term > Submit or **download SIUE app** (keep notifications on)

## International Payments

- Wire transfers through [flywire.com/pay/siue](https://flywire.com/pay/siue) moves funds from home country bank account to SIUE and funds are trackable

## Paying Your Bill

- Online at [siue.edu/pay-my-bill](https://siue.edu/pay-my-bill)
  - eCheck (no fee) - using the bank routing # and your checking account #
    - A debit card is connected to a checking account for verifying the requested information with your bank.
  - Credit/Debit card: MasterCard, American Express, Discover or Visa – 2.75% fee charged
- Over the counter (cash and checks)
  - Large cash payments are not recommended for your safety
  - May require presenting a passport or U.S. driver's license for reporting transaction to Internal Revenue Service
- Mail: SIUE, Bursar's Office, Box 1042, Edwardsville IL 62026
  - Check, Money Order, Cashier's Check
  - **Please include your name and 800#**

## Post-Dated Checks

- SIUE will not accept post-dated checks at any time.

## Bank-Returned Checks & eChecks

- \$25 charge assessed for each bank-returned check and eCheck - including transactions you stopped

## Installment Payment Plan

- Automatically enrolled in Installment Payment Plan if tuition, fees and housing are not paid in full
- Payment of 25% of total current charges plus old balance required to be Financially Cleared
- \$30 charge per semester added to your account
- 4 installments for Fall and Spring term
  - 2 installments for Summer term

## Late Registration and Fees

- \$25 late registration charge if register on or after first day of classes
- If *financially cleared* students do not make the installment amount due by 4:30pm CST on payment due date, then a 1% late fee will be added to the account balance.

## Refunds

- If eligible for a refund, will receive an email to SIUE email account to select refund method:
  - Sign up for direct deposit to bank account – Student > Student Account > Direct Deposit Bank Account Information > Update Student Direct Deposit
  - If paid by a card, then the refund will be issued back to that card.
  - Flywire credit - The Bursar's Office will be in contact with you. If the funds are requested to be refunded, then the credit will be sent back through Flywire.