SIUE Bursar’s Office Reference Guide

Bursar’s Office – Rendleman Hall, room 1101; siue.edu/bursar; 618-650-3123; bursar@siue.edu

Billing Address
- Important - keep your address updated in CougarNet
  o “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 “Agree” after you have read and accepted 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 with those you designate
  o Log onto Cougarnet and go to Student > Student Account > Authorization to Release Information

eBilling
- If enrolled and have an e-ID, will receive monthly CougarNet email notifications
- Check frequently for account changes at 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
  o 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

International Payments
- Wire transfers through flywire.com/pay/siue moves funds from home country bank account to SIUE
Paying Your Bill

- Online at [siue.edu/pay-my-bill](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 each term (2 in summer)

Late Registration and Fees
- $25 late registration charge if register on or after first day of classes
- If last 3 installment payments are late or missed, a 1.5% late fee will be added to 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