

PAYING FOR COLLEGE

New Student Orientation



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SHIPPENSBURG UNIVERSITY

Student Accounts Office

Location:

Old Main Building – Room 100

Contact us:

Email: studentacct@ship.edu

Phone: 717-477-1211

Fax: 717-477-4018

Website: www.ship.edu/student_accounts



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Billing Process

Board of Governors sets tuition rates for all 14 PA state universities.

- Expect to set rates at the July 20, 2023 meeting.
- Billing emails will then be sent to SU email addresses.
 - Email gives instructions on how to access bill online and how to pay.
- No paper bills are sent.
- Bills will be due August 14.
 - Billed for Fall semester only.
 - Spring semester will be billed in November, due January 2024.



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Billing Process

TUITION AND FEES

- Tuition and Fees are based on # of credits scheduled.
 - $(\text{Number of credits}) \times (\text{cost per credit}) = \text{Tuition charged}$
 - Fees are also billed per credit up to 12 credits, then flat rate.



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Billing Process

ROOM AND MEALS

- Students residing on campus are billed room and meals
 - Room charged based on room unit type
 - Must have a meal plan if residing on campus
 - Will be billed the 14 meal plan initially
 - Can change meal plan online *AFTER* bills are posted
 - Changes made online update in real time on the bill.
 - Meals can be *increased* throughout the semester.
 - Meals can be *reduced* through 2nd week of the semester.
 - Students not residing on campus can also choose a meal plan.



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Billing Process

ACCESSING YOUR BILL

- Bill can be viewed in your MyShip student portal
 - Click on Student
 - Paying for College
 - View/Pay My Bill
 - View Activity
 - Click on Fall 2023

Paying for College

My Account Information

- [View/Pay My Bill](#)
- [View/Change Meal Plan](#)
- [Check your Meal Plan Statement and Payment History](#)
- [Clear My Bill](#)
- [Direct Deposit for Student Refunds](#)
- [Enroll in the Payment Plan](#)

Billing Information

- [Payment Options](#)
- [How to Enroll in the Payment Plan](#)
- [Meal Plans](#)
- [Tuition & Fees](#)
- [Financial Aid Refunds](#)
- [Withdrawal/Refund Schedule](#)
- [1098 T Tax Information](#)
- [FAQs](#)

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Summer B 2023 -\$7,378.00

Print Excel PDF

Estimated Financial Aid

Description	Amount (\$)
Federal Direct Subsidized Loan	\$5,442.00
Federal Direct Unsub Loan	\$4,236.00
Total Estimated Aid:	\$9,678.00

Account Activity

Search:

Description	Date	Charges	Credits/Anticipated Credits	Balance
▶ UG PA Tuition Summer B	6/6/23	\$1,914.00	--	\$1,814.00
▶ Technology Tuition Fee Sum B	6/6/23	\$120.00	--	\$120.00
▶ Student Success Fee	6/6/23	\$162.00	--	\$162.00
▶ Educational Service Fee	6/6/23	\$204.00	--	\$204.00
▶ Adv Tuition Deposit	5/4/23	--	\$100.00	\$0.00
Total Charges:				\$2,400.00
Total Credits/Anticipated Credits:				\$100.00
Term Balance:				\$2,300.00
Term Balance Including Estimated Aid:				-\$7,378.00

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Account Payment

Billing Process

MAKING PAYMENT

- Pay online through our payment vendor TouchNet (Heartland/PayPath)
- Credit card – VISA, MC, Discover, Amex – 2.85% service fee (\$3.00 minimum)
 - Debit card – 2.85% service fee (\$3.00 minimum)
 - Electronic Check (ACH, E-check, bank account) NO fee!

Credit/Debit and E-check not accepted in the office or over the phone.

Pay with check or money order in office or through postal mail.



Payment Date:

Amount Due

Enter amount to include in the payment total.

Student Account | \$0.00

Payment Total \$0.00

[Continue](#)

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SHIPPENSBURG UNIVERSITY

Payment Plan Option

The payment plan for Fall 2023 semester officially opens when Fall 2023 billing is complete.

Fall 2023 Target Dates to Enroll By:

Last Day to Enroll	Down Pmt + # of Pmts	Months of Payments
August 4, 2023	25% + 3 payments	August - October
August 28, 2023	35% + 2 payments	September & October
August 28, 2023	50% + 1 payment	October only

\$40 nonrefundable enrollment fee per semester



Questions about the payment plan, please visit:
https://www.ship.edu/student_accounts/payment_plan/

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SHIPPENSBURG UNIVERSITY

Billing Process

No Balance Due? Just Clear Your Bill!!

- If net Balance is *negative* on bill, your financial aid covers your charges and you do not currently owe any money to SU.

HOWEVER, you must still Clear Your Bill!



Follow instructions in your billing email to Clear Your Bill online through your myShip portal.

Paying for College

My Account Information

- View/Pay My Bill
- View/Change Meal Plan
- Check your Meal Plan
- Statement and Payment History
- Clear My Bill
- Direct Deposit for Student Refunds
- Enroll in the Payment Plan

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Billing Process

What Does “Cleared” Mean? You have satisfied your bill.

- If you pay your balance due, you are “Cleared” for the semester.
- If you have no balance due and you Cleared Your Bill through your myShip portal, you are “Cleared” for the semester.
- If you sign up for the payment plan and pay the enrollment fee and your first installment, you will be “Cleared” for the semester.
- Being “Cleared” means:
 - Your ID card will be activated for the residence halls and ShipRec.
 - Your ID card will be activated in the dining halls.
 - Your financial aid will disburse to your account.
 - Your classes will remain on your schedule and will not be dropped.



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Refund Process

- If the Net Balance on your bill is *negative*, your financial aid *is greater than* the amount of your charges and you will be due a **REFUND**.
- If all aid paperwork is completed and your aid disburses early, you could receive your refund in time to purchase books by the start of school!
- Financial Aid Office begins disbursing aid 10 days before school starts.
 - Actual aid is now posted to accounts as real payments.
- Keep in mind – if you ADD CREDITS after aid disburses and refunds have been distributed, you may owe some of the refund back to the university!



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Refund Process

REFUNDS CONTINUED



- Refunds are issued by the Student Accounts Office within a few days after disbursement.
 - Sign up for Direct Deposit in the Student Accounts Office.
 - Money securely sent directly to your bank account
 - No lost checks!
 - Direct Deposit form is available at https://www.ship.edu/student_accounts/forms/
 - Fill it out and deliver to the Student Accounts Office.
 - Must show your student ID card also.
 - If no Direct Deposit, paper checks are mailed to local addresses.
 - Parent Plus refunds go to parent borrower
 - If designated in Plus application, refund can go to student.
 - If refund goes to parent, paper check must be issued.

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FERPA

FERPA – Family Educational Rights and Privacy Act

- Students age 18 or older, or when they enter a post-secondary educational institution regardless of age, have a right to privacy (similar to HIPAA)
 - Includes all school records, as well as billing information
 - Students must assign authorized user so the Student Accounts Office can speak to parents or others about their bill,
- Covers BILLING ONLY. No other school records.
- Login myShip with your Ship email address and password
 - Click to Student
 - Choose **Paying For College**
 - Click on **View/Pay My Bill**
 - Under My Profile Setup, click on Authorized Users.
 - Click on **Add Authorized Users**



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Other Billing Related Items



SCHOLARSHIP CHECKS

- Should be sent or given to the Student Accounts Office
 - If co-payable, make sure you endorse the back of the check!

TAP 529 ACCOUNTS

- Complete & submit forms according to instructions from the agency.
- Deduct the requested amount from the balance due on the bill.
 - If TAP 529 covers balance, email studentaccts@ship.edu and tell us!
 - If TAP 529 does NOT cover balance,
 - Pay net amount online and email us to let us know TAP has been requested, or
 - Pay through mail and send copy of the bill with note regarding TAP amount deducted.

my529[®]



QUESTIONS?