

## OFFICE OF THE BURSAR

# Presentation summary included in your Orientation Packet.



Administrative Services
Office of the Bursar

LOUISIANA

Calagotto Universite' des Acadiens P.O. Boz 44444 Lafayette, LA 70504 Office (337) 482-6385

bursar@louisiana.edu

#### STUDENT CASHIER CENTER

Payment Options

Financial Aid - finaid@louisiana.edu Scholarships - scholar@louisiana.edu

Self Pay

In Person - Student Union Room 135

Cash/Check/Money Order make checks or money order payable to: UL Lafayette

Drop Box - Student Union - MUST BE PAID IN FULL

Checks/Money Order - payable to ULL - write CLID or ULID on your payment

Mail - MUST BE PAID IN FULL

Checks/Money Order - payable to ULL - write CLID or ULID on your check

Online - credit/debit cards 2.85% convenience fee; echecks are FREE

- 1 Login to ULINK
- 2 Click the Tuition and Financial Aid tab
- 3 Click the View your Statement or Pay your bill link
- 4 To join the payment plan, click on the payment plan tab

(4 installments for Fall/Spring; 3 for Summer, \$50 fee)

For payment plan due dates, please visit the Office of the Bursar's website (bursar.louisiana.edu)

5 To Pay in full, click the Make a payment button

#### STUDENT DISBURSEMENT CENTER

Reasons for getting a refund

- 1 Drop a class before add/drop period is over
- 2 Resign from the University before Census Day (partial)
- 3 Overpayment from loans or grants

Ways to get a refund

Refund based on method of payment (NO REFUNDS ARE ISSUED IN THE OFFICE)

Credit card

Check - takes approximately 3-5 days longer than direct deposit

Direct Deposit (directions to setup on our website - bursar.louisiana.edu)

Safer

Avoid lost checks



STUDENT CASHIER CENTER &

STUDENT DISBURSEMENTS CENTER

**BURSAR.LOUISIANA.EDU** 





- TUITION AND FEES
- •COURSE FEES
- HOUSING & MEAL PLANS
- BOOKS (PAID AT BOOKSTORE)



- BASED ON CREDIT HOURS
- REMOVED IF DROPPED BEFORE ADD/DROP DAY

- ESTIMATE FOR FULL-TIME STUDENT
  - •LA RESIDENT: \$5K-\$6K
  - NON-LA RESIDENT: \$12K-\$14K



- SPECIFIC TO THE COURSE REGISTERED
- •RANGE FROM \$10-300
- NOT INCLUDED IN FEE SCHEDULE LOCATED ON OUR WEBSITE.



- CHARGES APPEAR ON STUDENT'S ACCOUNT
- UNIVERSITY HOUSING & RESIDENTIAL LIFE
  - ONCAMPUSLIVING@LOUISIANA.EDU
  - HOUSING.LOUISIANA.EDU
- CAMPUS FOOD SERVICES
  - CAMPUSFOODSERVICES@LOUISIANA.EDU
  - CAMPUSFOODSERVICES.LOUISIANA.EDU



- •ESTIMATE: \$400 \$700 PER SEMESTER
- BOOKSTORE LOCATED IN STUDENT UNION

## STATEMENT & PAYMENT CENTER





File Edit View Favorites Tools Help



**Employee** 

**Budget & Finance** 

Academics

Registration

Tuition & Aid

Campus Services

Time Entry

Banner Search

#### **TUITION & AID**

ULink Tuition & Aid

**Tuition & Statement of Account** 

View your statement or pay your bill

1098T Tax Form

Financial Aid & Scholarship Info

Scholarships available for current students

Types of financial aid available for current students

Manage Financial Aid & Scholarships

Check my outstanding requirements, holds and academic progress

My financial aid and scholarship awards

View my federal shopping sheet

Contact Us

## STATEMENT & PAYMENT CENTER



Statement & Payment Center

Logged in as: | Logout ❖



My Account

Make Payment

**Payment Plans** 

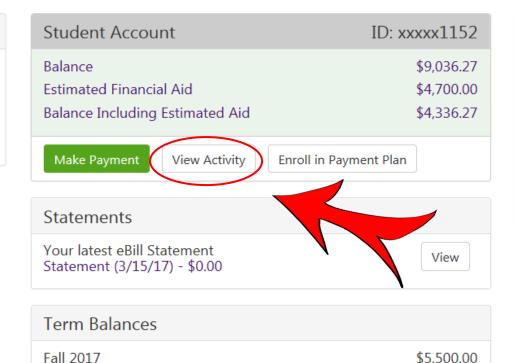
Summer 2017

Deposits

Help

#### Announcement

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. Payment Plans

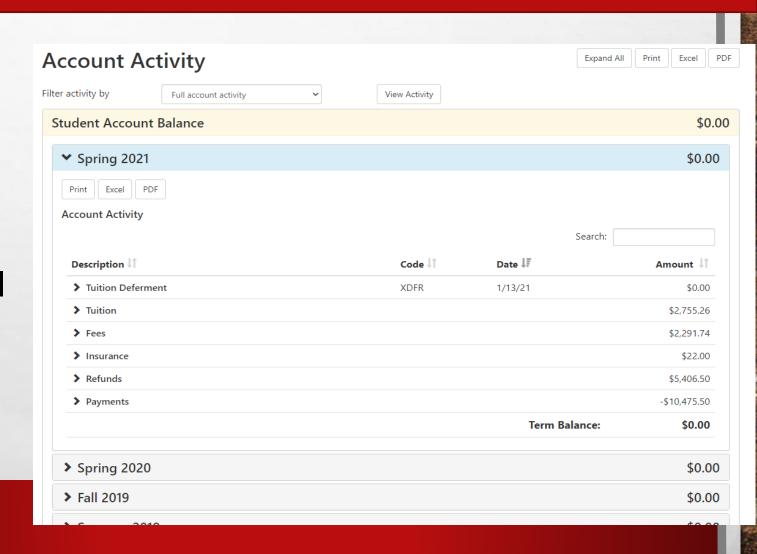


-\$1,163,73

My Profile Setup
Authorized Users
My Payment Profile
Notifications

## VIEW ACTIVITY SCREEN

- Totals by category
- Drop down arrow for more detail





#### FINANCIAL OBLIGATION POLICY

- 60 DAYS AFTER END OF SEMESTER
- UNPAID BALANCE TURNED OVER TO ATTORNEY GENERAL'S OFFICE FOR COLLECTIONS
- 25% COLLECTIONS FEE ADDED
- DEBT RECOVERY PAYMENT PLAN AVAILABLE

## PAYMENT METHODS

- IN PERSON CASH/CHECK/MONEY ORDER PAY IN FULL
  - STUDENT UNION ROOM 135
- MAIL CHECKS/MONEY ORDER PAY IN FULL
  - P.O. BOX 44444
  - LAFAYETTE, LA 70504
- ONLINE DEBIT/CREDIT CARD OR ELECTRONIC CHECK
  - IN FULL
  - PAYMENT PLAN \$50 FEE



## ONLINE PAYMENT

- ELECTRONIC CHECK
  - NO ADDITIONAL CHARGES
  - ENTER BANK ACCOUNT & ROUTING INFO
- CREDIT CARD/DEBIT CARD
  - 2.95% PROCESSING FEE (PROCESSING COMPANY)











## SPRING 2024 PAYMENT PLAN

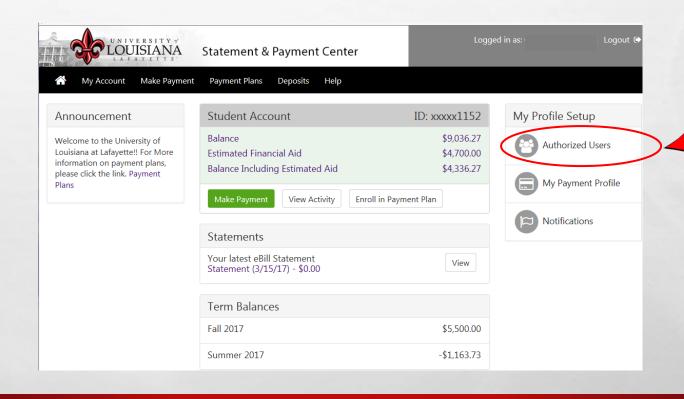
- •ONLINE ONLY ULINK
- 1ST PAYMENT BEFORE TUITION DUE DATE
  - 1/4TH OF YOUR BALANCE PLUS \$50 PROCESSING FEE
- 2<sup>ND</sup> PAYMENT DUE BY FEBRUARY 1<sup>ST</sup>
- 3<sup>RD</sup> PAYMENT DUE BY MARCH 1<sup>ST</sup>
- 4<sup>TH</sup> PAYMENT DUE BY APRIL 1<sup>ST</sup>

**\$20 LATE FEE FOR LATE PAYMENTS** 

#### **CLASS PURGE**

- CLASSES PURGED FOR NON-PAYMENT.
- PURGE DATE ON ACADEMIC CALENDAR (REGISTRAR'S WEBSITE)
- TUITION DEFERMENT
  - FINANCIAL AID/SCHOLARSHIP
  - PAYMENT PLAN
  - PAID IN FULL

### FERPA - AUTHORIZED USER



### FERPA - AUTHORIZED USER



Statement & Payment Center

Logged in as:

Logout 🕩



My Account

Make Payment

**Payment Plans** 

Deposits

Help

My Profile

#### **Authorized Users**

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User		
E-mail address of the authorized user: abc@yahoo.com		
Would you like to allow this person to view your billing statement and account activity?	• Yes	○ No
Would you like to allow this person to view your 1098-T tax statement?	Yes	○ No
Would you like to allow this person to view your payment history and account activity?	<ul><li>Yes</li></ul>	○ No
Continue		



### AUTHORIZED USERS

- REMINDER EMAILS NEXT PAYMENT IS DUE
- 1098T TAX FORM
- MONTHLY STATEMENTS (EBILL)
  - IMPORTANT REMINDERS WILL BE ON THE BOTTOM OF THE STATEMENT (DEADLINES FOR HOLDS AND COLLECTIONS)
- AUTHORIZED USER ONLY FOR BURSAR'S OFFICE



- Step by Step instructional PowerPoints on our website to assist you:
  - Authorized User setup
  - How to setup Payment Plan
  - How to make an Installment Payment
  - How to View Statements & 1098Ts
- bursar.louisiana.edu



Refunds - Other/Overages

Refunds due to resignation

**Direct Deposit** 

Athlete Off-Campus Scholarship

Return Funds to Lender (Current Semester Only)

Stop Payment Form

#### **Payment Information**

Our payment process has changed. You can view our tutorials on the new processes by clicking on the links below. If you have not activated your account Home

#### **Student Disbursements**

Student Disbursements is responsible for:

- Refunding any overages due to financial aid funds, scholarships, stipends, off-campus athletic checks, etc
- Collecting information for Direct Deposit of student refunds and payroll.

We strive for accuracy to insure funds are distributed to students and parents. We are here to help any student whom has inquiries into funds on student accounts.

We are located in Student Union, Room 135

Our Contact information is as follows:

Student Union, Room 135 P.O. Box 44444 Lafayette, LA 70504

#### Toolbox

- (i) What do I owe?
- Pay my tuition
- Critical dates & deadlines
- (i) Where is my financial aid?
- (i) Where's my refund?

#### Find it Fast

- » Admissions
- » Transcripts/Registrar
- » Housing and Meal Plans
- » Financial Aid/Loans
- » Graduate School



#### REFUNDS

- Negative balance on the account
  - Due to:
    - Dropped class (if before add/drop day)
    - Overpayment from Fin Aid/Scholarships
  - Estimated Aid must come in before refunded
- Begin refunding 1<sup>st</sup> day of classes



## RECEIVING REFUNDS

- Direct Deposit Recommended
- Check in the mail
  - Sent to mailing address in system
  - Change mailing address if move
    - Registrar's Office
- Credit to your card
  - If paid via credit card



#### DIRECT DEPOSIT

- Direct Deposit Form (packet/website/office)
- Voided check or letter from your bank
  - Cannot be temporary check
  - ❖ Bank account must be in student's name
- Submit via email (from University email), mail, or in person

## THANK YOU FOR YOUR ATTENTION

**CONTACT INFORMATION:** 

BURSAR@LOUISIANA.EDU



337-482-6385