



# OFFICE OF THE BURSAR

**Presentation  
summary  
included in your  
Orientation  
Packet.**



UNIVERSITY  
OF  
LOUISIANA  
*Lafayette*  
*Université 'des Acadiens*

Administrative Services  
Office of the Bursar

P.O. Box 4444  
Lafayette, LA 70504  
Office (337) 482-6385  
[bursar@louisiana.edu](mailto:bursar@louisiana.edu)

## STUDENT CASHIER CENTER

### Payment Options

Financial Aid - [finaid@louisiana.edu](mailto:finaid@louisiana.edu)

Scholarships - [scholar@louisiana.edu](mailto: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](http://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](http://bursar.louisiana.edu))

Safer

Avoid lost checks



**STUDENT CASHIER CENTER  
&  
STUDENT DISBURSEMENTS CENTER**

**BURSAR.LOUISIANA.EDU**





# COST TO ATTEND

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



# TUITION AND FEES

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- 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



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## COURSE FEES

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





# HOUSING & MEALS

- **CHARGES APPEAR ON STUDENT'S ACCOUNT**
- **UNIVERSITY HOUSING & RESIDENTIAL LIFE**
  - **[ONCAMPUSLIVING@LOUISIANA.EDU](mailto:ONCAMPUSLIVING@LOUISIANA.EDU)**
  - **HOUSING.LOUISIANA.EDU**
- **CAMPUS FOOD SERVICES**
  - **[CAMPUSFOODSERVICES@LOUISIANA.EDU](mailto:CAMPUSFOODSERVICES@LOUISIANA.EDU)**
  - **CAMPUSFOODSERVICES.LOUISIANA.EDU**



# BOOKS

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

# STATEMENT & PAYMENT CENTER

File Edit View Favorites Tools Help

Logging Out CPA Academy Suggested Sites Web Slice Gallery



Home

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

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

## Announcement

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

## Student Account

ID: xxxxx1152

Balance	\$9,036.27
Estimated Financial Aid	\$4,700.00
Balance Including Estimated Aid	\$4,336.27

[Make Payment](#)

[View Activity](#)

[Enroll in Payment Plan](#)

## Statements

Your latest eBill Statement  
Statement (3/15/17) - \$0.00

[View](#)

## Term Balances

Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

## My Profile Setup

[Authorized Users](#)

[My Payment Profile](#)

[Notifications](#)

# VIEW ACTIVITY SCREEN

- Totals by category
- Drop down arrow for more detail

Account Activity

Expand All

Print

Excel

PDF

Filter activity by

Full account activity

View Activity

Student Account Balance

\$0.00

▼ Spring 2021

\$0.00

Print

Excel

PDF

Account Activity

Search:

Description ↑↓	Code ↑↓	Date ↓↑	Amount ↑↓
▶ Tuition Deferment	XDFR	1/13/21	\$0.00
▶ Tuition			\$2,755.26
▶ Fees			\$2,291.74
▶ Insurance			\$22.00
▶ Refunds			\$5,406.50
▶ Payments			-\$10,475.50
Term Balance:			\$0.00

▶ Spring 2020

\$0.00

▶ Fall 2019

\$0.00

▶ Summer 2019

\$0.00



RS 47:1676

## 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

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- 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
- 1<sup>ST</sup> 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

The screenshot displays the 'Statement & Payment Center' for the University of Louisiana at Lafayette. The interface includes a top navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' box. The middle column displays 'Student Account' information, including the account ID 'xxxxx1152', a balance of \$9,036.27, estimated financial aid of \$4,700.00, and a total balance including aid of \$4,336.27. Below this, there are buttons for 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'. The right column, titled 'My Profile Setup', contains three items: 'Authorized Users' (highlighted with a red circle and a red arrow), 'My Payment Profile', and 'Notifications'.

UNIVERSITY of LOUISIANA LAFAYETTE

Statement & Payment Center

Logged in as: Logout

My Account Make Payment Payment Plans Deposits Help

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[Make Payment](#) [View Activity](#) [Enroll in Payment Plan](#)

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Your latest eBill Statement (3/15/17) - \$0.00 [View](#)

**Term Balances**

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**My Profile Setup**

- [Authorized Users](#)
- [My Payment Profile](#)
- [Notifications](#)

# 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?

☒ Yes ☐ No

Continue

Cancel



# 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**



# POWERPOINTS

- **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](http://bursar.louisiana.edu)**



# Office of the Bursar Student Cashier Center

now located at



**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***

-  [What do I owe?](#)
-  [Pay my tuition](#)
-  [Critical dates & deadlines](#)
-  [Where is my financial aid?](#)
-  [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**