



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

STUDENT CASHIER CENTER

Payment Options

Financial Aid - finald@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



OFFICE OF THE BURSAR

**STUDENT CASHIER CENTER
&
STUDENT DISBURSEMENTS CENTER**

LOUISIANA.EDU/STUDENTCASHIER





COST TO ATTEND

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



TUITION AND FEES

- 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



COURSE FEES

- SPECIFIC TO THE COURSE REGISTERED
 - RANGE FROM \$10-300
 - NOT INCLUDED IN TUITION/FEE AMOUNTS
-



HOUSING & MEALS

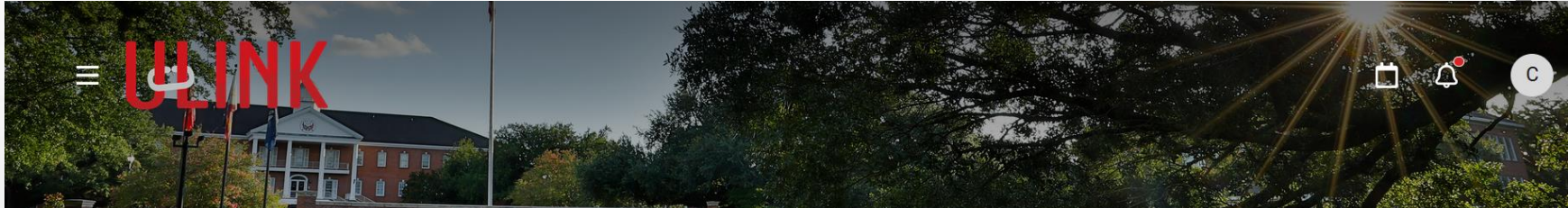
- **CHARGES APPEAR ON STUDENT'S ACCOUNT**
- **UNIVERSITY HOUSING & RESIDENTIAL LIFE**
 - **ONCAMPUSLIVING@LOUISIANA.EDU**
 - **HOUSING.LOUISIANA.EDU**
- **CAMPUS FOOD SERVICES**
 - **CAMPUSFOODSERVICES@LOUISIANA.EDU**
 - **CAMPUSFOODSERVICES.LOUISIANA.EDU**



BOOKS

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

STATEMENT & PAYMENT CENTER



Ellucian Banner Access



- Banner
- Banner Self Service
- Faculty Self Service
- Banner Document Management (BDM)

To-Do List



Add your tasks
Create personal tasks and reminders.

ADD NEW TASK

Web Links



Add quick links
Create links to your most important pages.

ADD NEW LINK

Health & Wellness

- [Medicat Patient Portal](#)
- [Student Health Services](#)
- [Counseling](#)
- [Testing Services](#)
- [Disability Services](#)
- [Rec Sports \(Fitness Center\)](#)

Dining



- [What's Open Now](#)
- [Cypress Lake Dining Menu](#)
- [Campus Food Services](#)
- [Campus Cupboard](#)

Housing

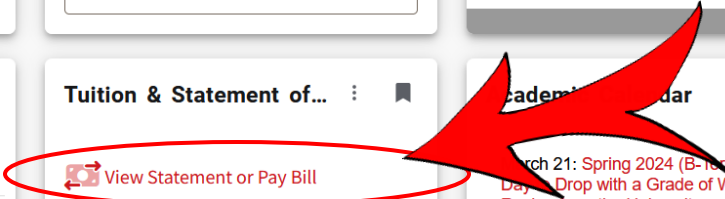
- [Log into the Housing Portal](#)
- [Learn about Housing/Meal Costs](#)
- [My College Roomie](#)

Tuition & Statement of...

- [View Statement or Pay Bill](#)
- [How to Pay Your Bill](#)
- [Check Holds](#)
- [1098T Tax Form | Instructions](#)

Academic Calendar

- [March 21: Spring 2024 \(B-term\): Last Day to Drop with a Grade of W or Resign from the University.](#)
- [March 21: Spring 2024 \(Full Term\): Last Day to Drop with a Grade of W or Resign from the University.](#)
- [March 21: Spring 2024: Advising Session Continues for Summer/Fall](#)
- [March 21: Spring 2024: Last Day to Change an Incomplete Grade Earned in the Fall 2023 or Winter Intersession 2023 Before it Becomes a Permanent Grade of 'F'](#)
- [March 22: Spring 2024: Advising](#)



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

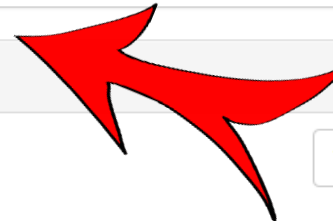
Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

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 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

- 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 2025 PAYMENT PLAN

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

\$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

UNIVERSITY OF LOUISIANA LAFAYETTE

Statement & Payment Center

Logged in as: [Name] Logout

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 (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](#)

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**
- **louisiana.edu/studentcashier**



Student Disbursements

[About Us](#)



Student Disbursements is responsible for:

[Tuition & Fees](#)



- Refunding any overages due to financial aid funds, scholarships, stipends, off-campus athletic checks, etc

[Payments & Deadlines](#)



- Collecting information for Direct Deposit of student refunds and payroll.

[Tax Form](#)



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

Student Disbursements



[Refunds](#)

[Refunds - Other Overages](#)

[Direct Deposit](#)

[Athlete Off-Campus Scholarship](#)

[Returning Funds to Lender](#)

[Stop Payment Form](#)

Contact Information

Student Union, Room 135

P.O. Box 44444

Lafayette, LA 70504

Phone: (337) 482-6385

Email refunds: myrefunds@louisiana.edu



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 1st 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