



# Money Matters

Office of the Bursar

2017-2018



## What is the Office of the Bursar?

Where you.....

- Pay on your student account
- Purchase MTA Monthly Passes
- Ask questions about your student account
- Drop off your third party sponsor paperwork
- Receive information about your 1098T
- Will always receive a smile





## Tuition and Mandatory Fee Electronic Bills (E-Bills)

### Fall 2017

- E-Bills are posted online and email notifications are sent out the beginning of August.
- **Payment Due Date: August 27, 2017 Undergraduate/Graduate students**

### Spring 2018

- E-Bills are posted online and email notifications are sent out the beginning of January.
- **Payment Due Date: January 28, 2018 Undergraduate/Graduate students**

**\*\*Check our webpage for other session due dates\*\***





## Late Payments

If you miss the payment due date.....

- A Hold will be placed on your account
  - a) Preventing you from enrolling in future semesters
  - b) Blocks official transcript requests
- You will be assessed a Late fee of \$75 each semester





## Methods of Payment

- **Electronic Check online**
- **Credit Card online (2.75% convenience fee)**
  - VISA, Mastercard, Discover, American Express
- **Mail in a check to** Office of the Bursar, University of Baltimore, 1420 N. Charles Street, AC 127, Baltimore, MD 21201
- **Pay at the counter in Academic Center Room 127 with check, cash, credit card, Campus Cash**
- **Payment Plan**
  - a. \$35 per semester enrollment fee, **must re-enroll each semester**
  - b. Link to enroll on our Bursar home page under **Paying Your Bill**





# How to Review Your Student Account Online

Check your account through your student center 24/7

a) Go to the Finance Section and select Account Activity from the drop down menu and click the circle.

The screenshot shows a web interface for a student account. At the top right, there is a link for "enrollment shopping cart" with a right-pointing arrow. Below this is a dark blue header bar with a green downward arrow and the text "Finances". Underneath the header, there are two main sections: "My Account" and "Financial Aid". The "My Account" section contains links for "View E-Bill" and "Account Inquiry". The "Financial Aid" section contains links for "View Financial Aid" and "Accept/Decline Awards". At the bottom of the "My Account" section, there is a dropdown menu labeled "Account Activity" with a right-pointing arrow next to it. A red arrow points from the left towards this dropdown menu. To the right of the dropdown menu is a box titled "Account Summary" which contains the text "You owe 3,527.00." followed by a table:

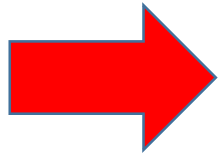
■ Due Now	0.00
■ Future Due	3,527.00

Below the table, it says "Currency used is US Dollar." At the bottom right of the screenshot, there is a link for "make a payment" with a right-pointing arrow.



# How to Review Your Student Account

b) You can select the information you want to view and click go



Janet Walker

Account Inquiry | Account Services

summary || activity || charges due || payments || pending aid

### Account Activity

View by

From  To  All Terms

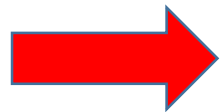
Transactions		Find   View 10	First	1-13 of 13	
Posted Date	Item	Term	Charge	Payment	Refund
06/29/2017	Payment Credit Card	Fall 2017		100.00	
04/10/2017	Auxiliary Construction Fee	Fall 2017	27.00		
04/10/2017	Auxiliary Operating Fee	Fall 2017	207.00		
04/10/2017	CAS Comm Design Course Fee - COMPUTER GRAPHICS: IMAGING	Fall 2017	65.00		
04/10/2017	SGA Fee	Fall 2017	25.00		
04/10/2017	Student Center Fee	Fall 2017	306.00		
04/10/2017	Student Services Fee	Fall 2017	144.00		
04/10/2017	Technology Fee	Fall 2017	81.00		
04/10/2017	Tuition Ugrd CAS PT IS Fall	Fall 2017	2,772.00		
02/23/2017	Payment Credit Card	Spring 2017		171.00	



## How to View Your E-Bill

Get your E-bill through your student center

- a) Go to the Finance Section and select “View E-bill”
- b) Follow the links and instructions



enrollment shopping cart ▶

▼ Finances

**My Account**

[View E-Bill](#)

[Account Inquiry](#)

**Financial Aid**

[View Financial Aid](#)

[Accept/Decline Awards](#)

Account Activity ▼ >>

**Account Summary**

**You owe 3,527.00.**

■ Due Now	0.00
■ Future Due	3,527.00

Currency used is US Dollar.

make a payment ▶





## Refunds

- **Refunds are processed when:**
  - ✓ Enrollment matches financial aid package
  - ✓ Financial Aid is processed and disbursed
  - ✓ Tuition and fee charges are paid in full for the semester
- **Refund checks are mailed to the student's local address on file**
- **Students should receive their refund check within 10 business days from the date the refund is posted to their student account**





## Changes in Enrollment

### Dropping Courses:

- ✓ Before the official start of the semester – all tuition and mandatory fee charges will be removed for the course
- ✓ After the semester has started view the Refund and Reduction Calendar <http://www.ubalt.edu/about-ub/offices-and-services/bursar/refund-and-reduction-calendar-rev.cfm> for amounts of reduction
- ✓ If you are enrolled in more than 12 UG credits and drop to 12 UG credits, there will be no adjustment
- ✓ May change your financial aid eligibility, so check with the Office of Financial Aid



## Changes in Enrollment

### Adding Courses/Credits:

- ✓ May change your tuition and fee costs
- ✓ Review your student account and e-bill
- ✓ May reduce your expected student refund





## Important Information



- If you want someone else to speak with our office about your student account, you **MUST** complete a FERPA form and submit it to the Office of Records and Registration for processing
- To receive information from the Office of the Bursar about your student account you must provide your student id number with your request
- We will need your student id when you stop by our office
- Please review our Home page: [www.ubalt.edu/bursar](http://www.ubalt.edu/bursar) for additional information



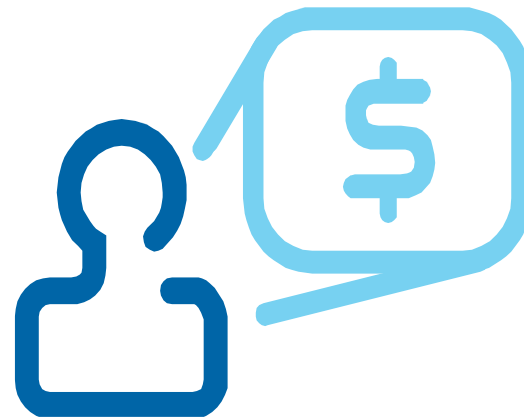
## Contact Information

- Location: Academic Center, Room 127
- Home page: [www.ubalt.edu/bursar](http://www.ubalt.edu/bursar)
- Phone: 410-837-4848
- Email: [ubbursar@ubalt.edu](mailto:ubbursar@ubalt.edu)
- Mail: Office of the Bursar, University of Baltimore, 1420 N. Charles Street, AC 127, Baltimore, MD 21201
- Hours of Operation are posted on our home page





# QUESTIONS?



Email: [ubbursar@ubalt.edu](mailto:ubbursar@ubalt.edu)