

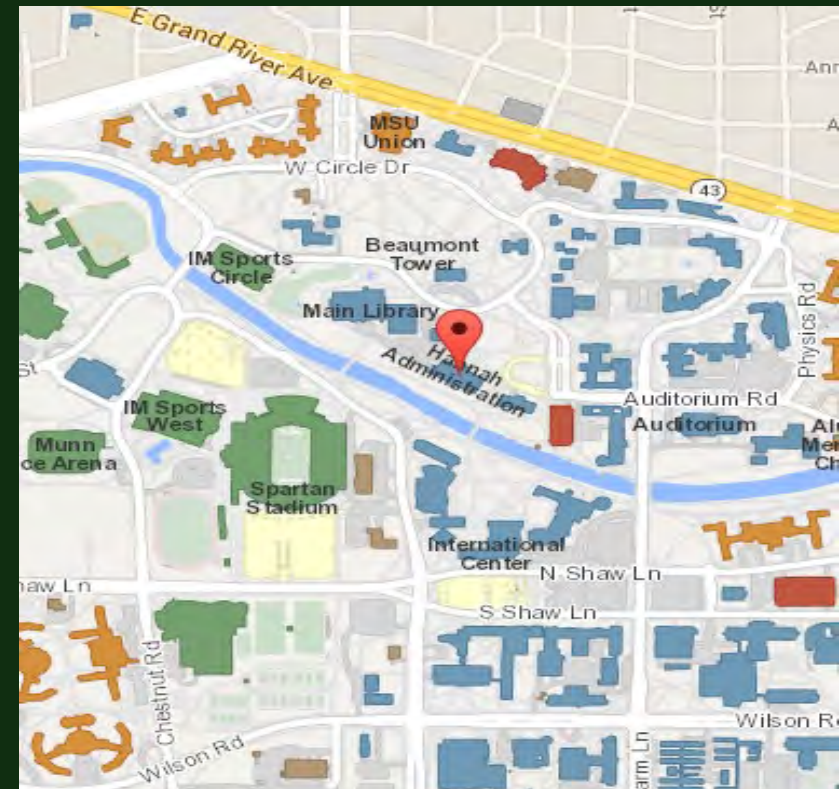
STUDENT ACCOUNT SERVICES



Student Account Services

Hannah Administration Building Rm 140
426 Auditorium Road

- Assess tuition & fees
- Produce student bills
- Post payments
- Sponsor and third party billing
- Process refunds
- Answer your questions!!



Student's Bill at a Glance

What you will and will not find on a student's bill

On the bill

- Tuition and fees
- Housing and Meals
- Miscellaneous charges, for example:
 - Spartan Cash, IM Sports passes, MSU print charges
- Financial aid credits

Not on the bill

- Books
- Athletic tickets
- Wharton Center Tickets



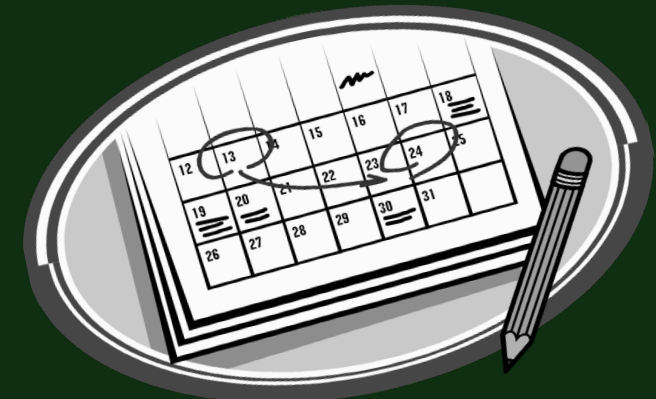
WHEN WILL STUDENTS GET THE BILL?

- The Fall semester 2021 registration bill will be available online

Tuesday, July 20 Due Sunday August 1

- Bills are available electronically 24/7 online in the student information system

<https://student.msu.edu>



ADDITIONAL BILLING INFORMATION

- **Billing statements are static and do not change**
- **New activity can be viewed in the Activity Details tab**



HOW CAN OTHERS GET ACCESS TO VIEW THE BILL?

- Students can authorize other individuals as guests to view the bill and pay the bill.
- A student will need to grant guest access to parents and others in the MSU student portal. (under My Profile/share my info Electronically). **IMPORTANT: this will not be available until June 21**
- Once a student has granted guest access to someone, they will receive an email from SIS@MSU.EDU with further instructions to activate the guest access.



NOTIFICATION OF BILLING STATEMENT

- **Students will receive an email on July 20th indicating that their bill is available.**
- **Guests will only receive this email if the student grants them access before that date.**
- **Future emails will be sent to students and guests whenever a new billing statement is available.**



EASY TO REMEMBER DATES

- All bills are produced on the 20th of the month
- All bills are due on the 1st of the next month



NEW PORTAL FOR STUDENT ACCOUNTS

The Student Accounts tile will be available online in SIS beginning June 21st, but the new portal will not be available until July 20.



FINANCIAL AID AS ANTICIPATED AID

- Initial billing statements will display all financial aid as “Anticipated Aid”.
- Real aid will not pay until 10 days prior to the start of classes.

PAYMENT OPTIONS



- **Electronic payment can be made from a checking or savings account**
- **Visa, MasterCard, Discover, American Express (online only)
(a convenience fee of 2.75% will be charged)**
- **Check or money order (When mailing, please include payment coupon located at top of billing statement). Please be sure to include the student ID number on the check.**

MORE PAYMENT OPTIONS

- MET (Michigan Education Trust) – Contact the MET office in Lansing to be sure they know your student is attending MSU (800-MET-4-KID)
- **International Payments:**
MSU has partnered with Flywire to ease the wire transfer process and save on wire transfer fees and exchange rates. Follow the instructions in the online portal under *Make a Payment*.



529 PLAN PAYMENTS

- **529 plans – two options exist:**
 1. **Most payments from 529 plans can now be made online through the SIS portal. There is a \$10 service fee.**
 2. **Your 529 savings plan provider can mail a payment directly to MSU or to you.**
- **Please contact your plan provider for details.**



WHAT AMOUNT DO I NEED TO PAY?

Option #1

You can pay the balance in full

Option #2

Enroll in a payment plan (for initial semester bill)



PAYMENT PLAN OPTION

- The payment plan allows you to pay for the semester in 4 payments if enrolled by August 19.
- If enrolling after August 19, fewer installments will be offered.
- There is a \$40 non-refundable payment plan fee, due with the initial payment.

PAYMENT PLAN OPTION, cont.

- The initial payment will consist of 25% of the student account balance for the semester (for the 4 payment plan), plus the \$40 payment plan fee.
- The remaining balance will be paid in 3 equal amounts over the course of the semester.



PRIVATE SCHOLARSHIPS

- Send ALL scholarships to:

Office of Financial Aid
Student Services Building
556 East Circle Drive Rm 252
East Lansing, MI 48824

- Endorse check(s) if made payable to student and MSU
- Student number must be on check
- Scholarships are split evenly between fall and spring semester



EXCESS FUNDS ON ACCOUNT?

- Refunds will be issued
 - ✓ Always issued to student beginning the week before classes
 - ✓ Direct deposit refund or a check is mailed
 - ✓ If paid by credit card, the credit will go back to the card
- Student will receive an email notification when the refund has been processed



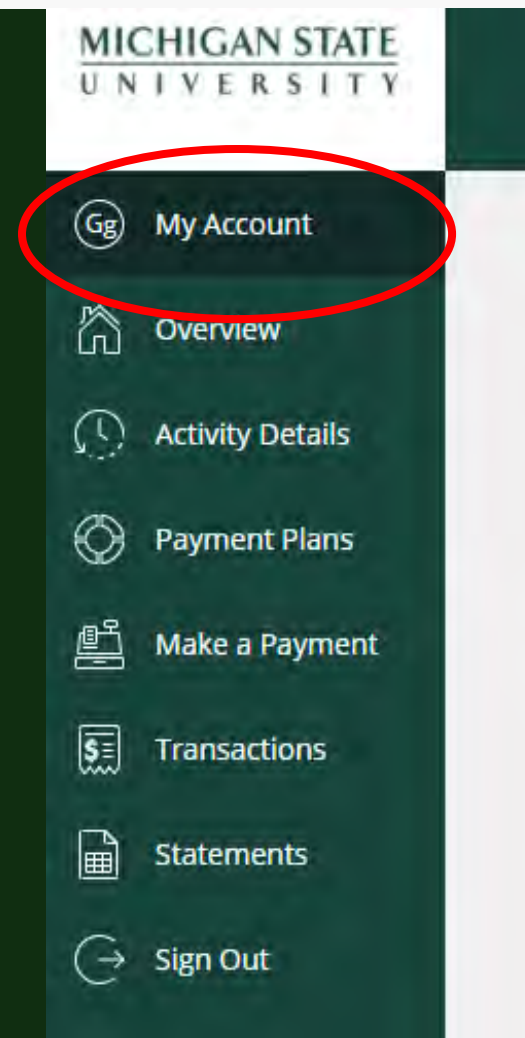
WHY CHOOSE DIRECT DEPOSIT?

Checks can be delayed or lost, and a stop payment will cost the student \$25.00 and will take 10 business days

1. Fast, safe and secure
2. Refund can be deposited into any U.S. checking or savings account
3. Easy to sign up!

HOW TO SIGN UP FOR DIRECT DEPOSIT

- In the payment portal, select the “My Account” menu option. Follow the link to complete the eRefund sign up process.
- This functionality will not be available until July 20th.



WANT AN ESTIMATE OF TUITION?

Tuition is charged on a per credit hour basis up to 11 credits.

For 12 – 18 credits, there is a flat rate tuition charge. Over 18 credits there is an additional per credit charge

Visit the Controllers website, Student Accounts

<http://ctrl.msu.edu/COStudentAccounts/>

2: Make Selections

1: Your Residency:

In-state ▼

2: Your Level:

Freshman ▼

3: College:

Residential College in Arts and Hur ▼

4: Major:

Not Applicable ▼

5: Credits:

1

6: Housing:

Single Room With Gold ▼

3: Click Calculate

Calculate

DATES TO REMEMBER

Fall Semester Bill

- Available **Tuesday, July 20, 2021**, due **August 1, 2021**
- Bills are produced on the 20th of the month, due the 1st of the next month for any additional charges, or for payment plan installments

Spring Semester Bill

- Available **November 20, 2021**, due **December 1, 2021**
- Bills are produced on the 20th of the month, due the 1st of the next month for any additional charges, or for payment plan installments

Federal Tuition Tax Credit – IRS Form 1098-T

- Available online by **January 31**



Follow Up Items:

- Reminder to authorize parents/others as a guest (beginning June 21st)
- Reminder to enroll for direct deposit (beginning July 20th)
- 529 Plans – Contact plan provider EARLY to allow processing time
- Report all scholarships to the Office of Financial Aid

When You Receive Email Notice of a New Bill:

- Review the billing statement
- Pay bill by the due date



CONTACT INFORMATION

Student Accounts – Billing and Receivables

Email STUDENT.RECEIVABLES@CTRL.MSU.EDU

Phone: 517-355-3343

Web Page: CTRL.MSU.EDU/COStudentAccounts