

Paying for College Parent Orientation 2011

hosted by:
Michigan State University

*MSU Student Employment
Student Accounts Office
Office of Financial Aid*



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STUDENT ACCOUNTS

AND

BILLING



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The Billing Process

- Two Types of Bills
 - Registration bill – created once at the beginning of each semester
 - Monthly billing statement – created by the 15th of each month and due at the beginning of the next month
- Bills are available electronically 24/7 on the web in STUINFO, our online student information system
- Bills are static – they do not change



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When and how does the student get the bill?

- Registration bill will be available July 23, due August 11
- Bills are available 24/7 in STUINFO
- E-mail notification is sent to student and authorized guest(s)
- Students can sign up to 4 guests in STUINFO
- E-mail notification subject line is "MSU eBill Notification"



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Payment Plan Information

- You can pay entire amount or –
- Use the Deferred Payment Plan
 - Minimum Amount Due (MAD)
 - 50% tuition
 - 34% of housing
 - Estimated Future Payments are on the bill
 - \$10 charge for the payment plan
 - 1% interest on deferred tuition (not housing)
 - Deferred due dates – Oct 3 and Nov 1



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A closer look at the Bill sections

1

Registration Bill



Billing statement of activity to 07/23/2010

Student Name: Joe Student
 PID (Personal ID#): A12121212
 DUE DATE: 08/12/2010
[Billing Information](#) [PDF Version](#) [Mail-in Payment Coupon](#)

For changes to your account after a bill is created, go to menu item [ACCOUNT DETAIL](#).

Account Summary

As of 07/23/2010, 15 credit hours have been assessed for FALL SEM 2010

Prior Bill Amount	0.00
Payments	0.00
Financial Aid	-500.00
Charges and Credits	9,512.25
Total Amount Due	9,012.25
Anticipated Financial Aid	2,737.00
Adjusted Account Balance	6,275.25
Minimum Amount Due (MAD)	923.02
DUE DATE	08/12/2010

** ACTION NECESSARY **

* Pay the Adjusted Account Balance. Mailed payments must include [PAYMENT COUPON](#)
 OR
 * Pay at least the Minimum Amount Due to establish a [Payment Plan](#).
 Anticipating your MAD being covered by additional financial aid? Click on the [CONFIRM ATTENDANCE](#) button below. It is your responsibility to ensure that the financial aid (actual or anticipated) is on your account prior to your due date or you may be disenrolled.

HOLDS must be resolved by the bill due date.

Methods of Payment (click button)

OR

Billed Activity Detail

Payment Detail			
Sem.	Date	Description	Amount
			0.00
Total			0.00
Financial Aid Detail			
Sem.	Date	Description	Amount
FS10	07/23/10	MSU Student Aid Grant	-500.00
Total			-500.00

2

3

4

4

5

Charges and Credits Detail

Sem.	Date	Description	Amount
FS10	07/23/10	State News Tax	5.00
FS10	07/23/10	ASMSU and FM Radio Taxes	21.00
FS10	07/23/10	In-state Undergrad Lower Div	5,576.25
FS10	09/01/10	IN B411 Rather	1,004.00
FS10	09/01/10	IN Silver Meal Plan	2,281.00
FS10	09/01/10	Residence Hall Assoc. Tax	25.00
Total			9,512.25

Anticipated Financial Aid Detail

These transactions will be converted into real aid once you have submitted all required web acceptance or paper loan notes, and confirmed your attendance. Processes not completed by the listed expiration date may result in interest and late charges to your account. Contact the Office of Financial Aid if you have any questions. Temporary non-financial aid transactions may also appear here.

Sem.	Exp. Date	Description	Amount
FS10	10/02/10	FED Stafford Sub Loan	-2,737.00
Total			-2,737.00

Holds

There were no holds at the time this bill was created.

Payment Plan Information

Estimated Future Payments						
Approximate Billing Date	Bill Due Date	Deferred Tuition Due	Estimated Tuition Interest Charge	Deferred Housing Due	Payment Plan Fee	Estimated Total Payment
09/10/10	10/01/10	\$1,394.07	\$45.83	\$1,282.05	\$10.00	\$2,731.95
10/08/10	11/01/10	\$1,394.06	\$14.21	\$1,282.05	\$ 0.00	\$2,690.32
Finance Charge Disclosure						
	Annual % Rate	\$ Amount Financed	Finance \$ Charge			
Tuition	12.00%	\$2,788.13	\$60.04			
Housing	0.00%	\$2,564.10	\$ 0.00			
Payment Plan Fee			\$10.00			
Totals		\$5,352.23	\$70.04			

Messages

Review this section for important messages.

Contact Information

All mailed or in-person payments **MUST** be accompanied with a payment coupon. [Click here for Payment Coupon and Mail Instructions](#)

Office	Web Address	Phone
Student Billing & Receivables	dlr.msu.edu/COSStudentAccounts	517-355-3343 800-775-4323
Office of Financial Aid	finaid.msu.edu	517-353-5940

1 - Bill Heading

Registration Bill

MICHIGAN STATE
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Billing statement of activity to 07/23/2010

Student Name: Joe Student

PID (Personal ID#): A12121212

DUE DATE: **08/12/2010**

[Billing Information](#)

[PDF Version](#)

[Mail-in Payment Coupon](#)

For changes to your account after a bill is created, go to menu item [ACCOUNT DETAIL](#)

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2 - Account Summary Section

Account Summary

As of 07/23/2010, 15 credit hours have been assessed for FALL SEM 2010

Prior Bill Amount 0.00

Payments 0.00

Financial Aid -500.00

Charges and Credits 9,512.25

Total Amount Due 9,012.25

Anticipated Financial Aid 2,737.00

Adjusted Account Balance 6,275.25

Minimum Amount Due (MAD) 923.02

[What Amount Should I Pay?](#)

DUE DATE 08/12/2010

Summary of activity with color coded links to the detailed explanation of each section.



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3 – Action Necessary

The most important part of the bill.

**** ACTION NECESSARY ****

* Pay the Adjusted Account Balance. Mailed payments must include **PAYMENT COUPON**

OR

* Pay at least the Minimum Amount Due to establish a Payment Plan.

Anticipating your MAD being covered by additional financial aid? Click on the CONFIRM ATTENDANCE button below. It is your responsibility to ensure that the financial aid (actual or anticipated) is on your account prior to your due date or you may be disenrolled.

HOLDS must be resolved by the bill due date.

Methods of Payment (click button)

Electronic
Check

Credit
Card

Mail-In Payment Coupon
(must accompany Mail-In payment)

OR

Confirm
Attendance

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4 - Billing Details – colored coded to match summary section above.

Billed Activity Detail

Payment Detail

Sem.	Date	Description	Amount
			0.00
Total			0.00

Financial Aid Detail

Sem.	Date	Description	Amount
FS10	07/23/10	MSU Student Aid Grant	-500.00
Total			-500.00

Charges and Credits Detail

Sem.	Date	Description	Amount
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FS10	09/01/10	Residence Hall Assoc. Tax	25.00
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Sem.	Exp. Date	Description	Amount
FS10	10/02/10	FED Stafford Sub Loan	-2737.00
Total			-2737.00



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5 - Message Center

Holds that may prevent schedule changes, transcripts, etc.

Payment Plan Costs

Messages from the billing office

Contact info-billing, housing, study abroad, etc.

Holds

There were no holds at the time this bill was created.

Payment Plan Information

Estimated Future Payments

Approximate Billing Date	Bill Due Date	Deferred Tuition Due	Estimated Tuition Interest Charge	Deferred Housing Due	Payment Plan Fee	Estimated Total Payment
09/10/10	10/01/10	\$1,394.07	\$45.83	\$1,282.05	\$10.00	\$2,731.95
10/08/10	11/01/10	\$1,394.06	\$14.21	\$1,282.05	\$ 0.00	\$2,690.32

Finance Charge Disclosure

	Annual % Rate	\$ Amount Financed	Finance \$ Charge
Tuition	12.00%	\$2,788.13	\$60.04
Housing	0.00%	\$2,564.10	\$ 0.00
Payment Plan Fee			\$10.00
Totals		\$5,352.23	\$70.04

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Student Billing & Receivables	ctrl.msu.edu/COSTudentAccounts	517-355-3343 800-775-4323
Office of Financial Aid	finaid.msu.edu	517-353-5940



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What should be done with the bill?

- Follow instructions listed in the Action Necessary box
- Confirm Attendance only if no payment is required
- Enrolled vs. Registered
- What happens if no response
 - Extension, classes held for short time
 - \$50 late registration fee
 - Letter and e-mail sent
 - Disenrollment



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PAYMENT



- Check, cash, money order (must include payment coupon from STUINFO)
- Electronic check from a checking or savings account (free service)
- MasterCard, Discover, Am Express – for a fee
- If mailing payment for two accounts, always send separate payments
- Always put PID on any correspondence



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MET and 529 Plans

- **MET (Michigan Education Trust)** – contact the MET office in Lansing to be sure they know your student is attending MSU
- **529 Plan Payments** – To ensure timely posting of payment, follow mailing directions in STUINFO under MAKE A PAYMENT



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Private Scholarships

Send ALL scholarships to OFA

- * Do not mail check(s) to the billing office
- * Endorse check(s) if made payable to student and MSU
- * Student number must be on check
- * Report scholarship(s) in STUINFO under eFINAID

**Most scholarships are split evenly
between fall & spring semester**



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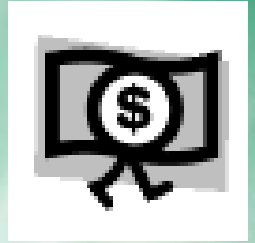
What happens after responding to the bill?

- Student status changes to Registered
- Refunds are issued
 - Always issued to student
 - Processed the week before classes begin
 - Mail or Direct Deposit



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More about Refunds – Direct Deposit or Check?



- **Direct Deposit is best method for receiving refund**
 - Safe
 - Can be deposited into any account
 - Online applications are in STUINFO
 - E-mail notification
- **Checks can be delayed or lost, and stop payment takes 10 days**



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The Monthly Billing Statement

- Created by the 15th of each month
- E-mail notification is sent to student and authorized guest(s)
- If MAD = \$0, no action needed
- Due first business day of month
- \$25 late fee and hold on account if not paid on time



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Dates to Remember



- **Fall Registration Bill**
 - Available in STUINFO July 23, due August 11
- **Fall Monthly Bills**
 - Due October 3 and November 1
- **Spring Registration Bill**
 - Available in STUINFO Nov 12, due Dec 9
- **Spring Monthly Bills**
 - Due February 1 and March 1
- **Federal Tuition Tax Credit Form 1098-T**
 - Every January, available in STUINFO



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- What is STUINFO?
- Web address: STUINFO.MSU.EDU



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StuInfo - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://stuinfo.msu.edu/GUESTLOGIN.asp> Go Links

StuInfo
your gateway to student records

MICHIGAN STATE UNIVERSITY

Students: Please log into the STUINFO student login page.

Guest Login

Student MSU Net ID:
(e-mail name)

Guest First Name:

Guest Last Name:

Guest Password:

For Authorized Use Only

About StuInfo

[Login Help](#)

[Contact Us](#)

The above required information was provided to you in an email titled "MSU STUINFO Guest Access Information." If you no longer have this information, or wish to change it, you must contact the student.

[Acceptable Use Policy](#) ©2005-2006 Michigan State University All Rights Reserved [MSU Homepage](#)

Start | Internet | 7 Novell Gr... | StuInfo - M... | TAXE505.xls | TAXE504.xls | Microsoft Po... | 1 - default 3... | 11:10 AM

Get your Password from your student



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STUINFO Guest Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://stuiinfo.qual.ais.msu.edu/GUESTMENU.asp?Cmd_Action=Process Go Links

STUINFO **STUINFO Guest Menu** 6/13/2006 9:37:06 AM

guest\Development [View Privacy Statement](#) [Help](#) [Bye](#)

<p>BILLING SERVICES View & Print Bill Make a Payment Confirm Attendance View Student Account</p> <p>STUDENT ACCOUNT 1098-T Info Account Detail Receipt of Fees Paid</p>	<p>FINANCIAL AID eFinAid (Check Your Aid)</p> <p>UNIVERSITY LOANS View Loan Balances</p> <p>ADDRESSES Parent/Guardian Addresses</p>
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Links to other student services

[Academic Calendar](#) | [Academic Programs](#) | [Degree Navigator](#) | [Descriptions of Courses](#)
[Lifelong Education](#) | [Loans Receivable](#) | [Office of Financial Aid](#) | [Office of the Registrar](#)
[Office of Student Accounts](#) | [Readmission Procedure](#) | [Schedule of Courses](#) | [Transcript Request Form](#)

Data on this system are to be considered confidential and may not be made available to a third party.

Guest Menu



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