STUDENT ACCOUNT SERVICES
Student Account Services
Located in 140 Administration Building
426 Auditorium Road

- Assess tuition and fees
- Produce student bills
- Post payments, sponsor and third party credits
- Process refunds
- Answer your questions
THE BILLING PROCESS

Two types of billing statements:

1. **Registration bill** created once prior to the beginning of each semester

2. **Monthly bill** created by the 15th of each month and due at the beginning of the next month
The fall semester registration bill will be available July 25, due August 13

Bills are available electronically 24/7 online in STUINFO, our online student information system

Billing statements are static and do not change

Current account activity can be viewed in STUINFO
MSU communicates all billing statements electronically

- E-mail notification is sent to student and authorized guest(s) with a subject line “MSU eBill Notification”

- Students can authorize up to 4 guests in STUINFO
Can I Get Access to View the Bill?

- Yes!!
  - Your student must sign you up as an authorized guest in StuInfo
  - Under “Manage Guests” tab
  - Students can authorize up to 4 guests in STUINFO
GUEST ACCESS FOR STUINFO

You will receive an email when your student has signed you up

Dear Dad Spartan,

This is an important message regarding MSU's Student Information System - StuInfo. You are receiving this message because you have been granted guest access to StuInfo by the following student:

- Spartan, Johnny

You should have received an email to set the initial password for your MSU Community ID account. Once you have set your password, you may access StuInfo: https://stuinfo.msu.edu. Enter your MSU Community ID Spartyljohn@msu.edu and password at the login prompt. Reset or change your Community ID password at https://community.idm.msu.edu/selfservice/. The activation link is available for two days. After that, you will have to reset or change your Community ID password using the link above.

After logging in to StuInfo the first time, you will be required to comply with guest access terms. To do so, enter your student's MSUNetID and your first and last name when presented with the FERPA statement.

The student who granted you guest access determines your permissions within the system. You have been granted access to the following StuInfo categories:

- Billing Services & Student Account
- Financial Aid
- University Loans
- Parent/Guardian Address 1
- Parent/Guardian Address 2
- Insurance Information Reporting
- Academic

Contact the IT Services Support desk for assistance with login questions at (517) 884-3000.
New guests will receive an email that includes a link to create your new MSU Community ID access. This link is only good for 2 days.

Current MSU employees will not receive this Community ID email link, you can log-in using your current NetID and password.

To complete the setup of your new MSU Community ID account, please create a password by clicking the following link or pasting it into your web browser:

https://community.idm.msu.edu/selfservice/activate/5ea9b4fd-d40f-4df7-81eb-ea0e436aae84
You are now ready to view your student’s account information

Go to:

stuinfo.msu.edu
### Overview

**Your Current Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Spartan, Johnny</td>
</tr>
<tr>
<td>Term</td>
<td>Summer 2015</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Major</td>
<td>Food Industry Management</td>
</tr>
<tr>
<td>Class</td>
<td>Junior</td>
</tr>
<tr>
<td>Status</td>
<td>Registered</td>
</tr>
<tr>
<td>Credits</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### Account Summary

- **Current Amounts**
  - Account Balance as of 05/28/2015: $0.00
  - Monthly Bill for Summer 2015
    - Minimum Amount Due as of 05/15/2015: $0.00
    - Due Date: 06/01/2015

### Confirm Attendance

No action is required at this time.

### Holds

There are no holds on your account.

### Additional Links

- Student Accounts FAQs
- Office Contact Information
### Account Summary

**Current Amounts**

- **Account Balance as of 05/28/2015:** $0.00
- **Monthly Bill for Summer 2015**
  - **Minimum Amount Due as of 05/15/2015:** $0.00
  - **Due Date:** 06/01/2015

### Confirm Attendance

No action is required at this time.

### Holds

There are no holds on your account.
SPRING 2015 Registration Bill

Select a different bill:
SPRING 2015 Registration Bill - 11/14/2014

Billing statement of activity:
10/10/2014 to 11/14/2014

13.00 credit hours have been assessed for SPRING 2015

Previous Balance: $0.00
Payments: $0.00
Financial Aid: -$2,860.00
Charges and Credits: $10,498.00

Total Amount Due: $7,638.00
Anticipated Financial Aid: $0.00

Adjusted Account Balance: $7,638.00
Minimum Amount Due: $1,757.18

Due Date: 12/12/2014

- Pay the Adjusted Account Balance. Mailed payments must include a payment coupon.
- Pay at least the Minimum Amount Due to establish a Payment Plan.
- Anticipating your MAD being covered by additional financial aid? Click the Confirm attendance link. 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.

Additional Links
- Find out what amount to pay
- Questions about your bill?
- View billing and registration information
These transactions will be finalized once you have completed all required actions indicated in StulInfo - Financial Aid (Check Your Aid) and confirmed your attendance. Contact the Office of Financial Aid if you have any questions. Temporary non-financial aid transactions may also appear here.
WHAT SHOULD BE DONE WITH THE BILL?

- Follow instructions listed in the Action Items box

**Action Items**

- Pay the Adjusted Account Balance. Mailed payments must include a [payment coupon](https://example.com/paymentcoupon).
- Anticipating your MAD being covered by additional financial aid? Click the Confirm attendance link. 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.

- Make a Payment OR Confirm Attendance

**Adjusted Account Balance:** $7,638.00
**Minimum Amount Due:** $1,757.18

**Due Date:** 12/12/2014
PAYMENT OPTIONS

- Pay “Minimum Amount Due” to automatically set up payment plan
- Check, cash, money order (must include payment coupon from STUINFO)
- e-Pay through StuInfo from a checking or savings account (no additional charge)
- Visa, MasterCard, Discover, American Express through StuInfo (convenience fee applies)

- If mailing payment for two accounts, always send separate payments
- Always put student number (PID) on any correspondence
Option #1
You can pay the balance in full
-or-

Option #2
Opt for the Deferred Payment Plan by paying the Minimum Amount Due
(Fall and Spring semesters)
No sign-up is required if the Minimum Amount Due is paid by the due date

- 1 initial payment and 2 deferred payments within the semester
- $10 charge for the payment plan
- 7.9% annual interest rate on tuition (not housing)

Estimated future payments are listed under the Payment Plan Information tab
PAYMENT PLAN OPTION

Payment #1  Due August 13th
Minimum Amount Due
50% tuition
34% of housing

Payment #2  Due October 1
½ of remaining balance + $10 payment plan charge and 7.9% APR interest on tuition

Payment #3  Due November 2
½ of remaining balance and 7.9% APR on tuition
WHERE CAN I VIEW ALL TRANSACTIONS?

Account Detail

Select a different year: 2015

Account Balance: $0.00

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Effective Date</th>
<th>Term</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/2015</td>
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<td>SUMMER 2015</td>
<td>Rfnd.-140 Admin Bldg</td>
<td>$100.00</td>
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<tr>
<td>05/27/2015</td>
<td>05/27/2015</td>
<td>FALL 2014</td>
<td>FED Pell Grant</td>
<td>-$1,350.00</td>
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<tr>
<td>05/27/2015</td>
<td>05/27/2015</td>
<td>SPRING 2015</td>
<td>FED Pell Grant</td>
<td>-$1,350.00</td>
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<tr>
<td>05/27/2015</td>
<td>05/27/2015</td>
<td>SPRING 2015</td>
<td>MSU Student Aid Grant</td>
<td>-$550.00</td>
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<tr>
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<td>05/27/2015</td>
<td>FALL 2014</td>
<td>MSU Student Aid Grant</td>
<td>-$550.00</td>
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<tr>
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<td>05/19/2015</td>
<td>SUMMER 2015</td>
<td>ASMSU Tax</td>
<td>-$18.00</td>
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<tr>
<td>05/19/2015</td>
<td>05/19/2015</td>
<td>SUMMER 2015</td>
<td>FM Radio Tax</td>
<td>-$3.00</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>05/19/2015</td>
<td>SUMMER 2015</td>
<td>State News Tax</td>
<td>-$5.00</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>05/19/2015</td>
<td>SUMMER 2015</td>
<td>In-state UN Lower-Core Coll</td>
<td>-$2,640.00</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>05/19/2015</td>
<td>SUMMER 2015</td>
<td>MSU Student Aid Grant</td>
<td>$400.00</td>
</tr>
<tr>
<td>05/18/2015</td>
<td>05/18/2015</td>
<td>SUMMER 2015</td>
<td>ASMSU Tax</td>
<td>$18.00</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>05/18/2015</td>
<td>SUMMER 2015</td>
<td>FM Radio Tax</td>
<td>$3.00</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>05/18/2015</td>
<td>SUMMER 2015</td>
<td>State News Tax</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
MET AND 529 PLANS

- **MET (Michigan Education Trust)** – contact the MET office in Lansing to be sure they know your student is attending MSU (800-MET-4-KID)

- **529 Plan Payments** – Contact your plan provider for details. To ensure timely posting of payment, follow mailing directions in STUINFO by selecting the **MAKE A PAYMENT** tab
PRIVATE SCHOLARSHIPS

- Send ALL scholarships to Office of Financial Aid - Student Services
  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
  - Report scholarship(s) in STUINFO under Financial Aid (Check Your Aid, #5 Report your other aid)

- Scholarships are split evenly between fall & spring semester
WHAT HAPPENS IF NO RESPONSE TO BILL?

- Bill due date is extended, classes held for short time
- A letter is mailed and an e-mail is sent to the student and authorized guests
- $50 late registration fee
- Disenrolled from classes
WHAT HAPPENS AFTER TAKING ACTION?

- Student status changes from **Enrolled** to **Registered** status.
- Registered status verifies the classes are secured for the semester.
Refunds will be issued
- Always issued to student the week before classes
- Direct deposit or a check is mailed

Student will receive an email notification when the refund has been processed and can also be viewed in StuInfo
Checks can be delayed or lost, and stop payment takes 10 business days

1. Fast, safe and secure
2. Refund can be deposited into any account
3. Easy to sign up!
HOW TO SIGN UP FOR DIRECT DEPOSIT

QUICK LINKS
- Academic Calendar
- Account detail
- Billing statement
- Confirm Attendance
- Direct Deposit - MSU
- Direct Deposit Form - Law
- Enrollment

Financial Aid (check your aid)
Financial Aid messages
Manage Guests
Pay bill
Perkins, Health Profession, or Long Term Institutional payment
Schedule History and Enrollment Access
Short Term loan payment
Student Account Overview
Transcript and Grade Report

MESSAGES
There are currently no alerts.
THE MONTHLY BILLING STATEMENT

- Created by the 15th of each month
- E-mail notification is sent to student and authorized guest(s)
- If Minimum Amount Due= $0, no action needed
- Due first business day of month
- $25 late fee and hold on account if not paid on time
Visit the Controllers website, Student Accounts
http://ctlr.msu.edu/COStudentAccounts/

**Student Accounts**

**Tuition and Fees Calculator**

This calculator is meant to help you estimate your tuition and fees costs FOR ONE SEMESTER.

**NOTE:** If you will be enrolled as a medical student, a graduate assistant, Broad graduate student, Weekend MBA (PIM) student, Michigan State University College of Law student, or in any Virtual University on-line courses or programs, other rates will apply. For additional rates as well as deferred payment options click on the Students/Parents Quick Links located on the left of this page.

<table>
<thead>
<tr>
<th>1. Your Residency for tuition:</th>
<th>in-state</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Your Level:</td>
<td>Select your level</td>
</tr>
<tr>
<td>3. Beginning Year of Enrollment in a degree program:</td>
<td>Enter 4 Digit Year</td>
</tr>
<tr>
<td>4. Beginning Semester of enrollment:</td>
<td>Fall</td>
</tr>
<tr>
<td>5. Are you an International Student?</td>
<td>No</td>
</tr>
<tr>
<td>6. Are you in the James Madison College?</td>
<td>No</td>
</tr>
<tr>
<td>7. How many credits? (one semester):</td>
<td>Enter Credits</td>
</tr>
</tbody>
</table>

[Submit Request] [Reset Form]
DATES TO REMEMBER

**Fall Registration Bill**
- Available in STUINFO July 25, due August 13

**Fall Monthly Bill**
- Due October 1 and November 2

**Spring Registration Bill**
- Available in STUINFO November 14, due December 11

**Spring Monthly Bills**
- Due February 1 and March 1

**Federal Tuition Tax Credit Form 1098-T**
- Available in STUINFO by January 31st
Follow Up Items:

- Have your student authorize you as a guest
- Have your student enroll for direct deposit
- Read all University email
- Visit the Student Account Overview link in STUINFO
- 529 Plans – Contact plan provider EARLY to allow processing time
- Report all scholarships to financial aid in STUINFO

When You Receive the Registration Bill:

- Review your student’s billing statement
- Financial aid? Be sure all actions taken. Visit “check your aid”
- Pay bill or confirm attendance by the due date