Winter 2016 Billing Information

2016 Winter bills will be available On Line beginning Nov 15, 2016.
Students will NOT receive a paper bill in the mail.
Bills are due Monday, Dec 5.

Payment in full, including any previous balance, will automatically clear your bill for Winter Term.

Viewing Your Bill

To view your bill, login to myShip or https://my.ship.edu with your Ship email address and password.
- Go to Student
- Choose Paying for College in the dropdown
- Click on Account Information/Pay Now
- Select the Term you want to view Winter 2016 and click Submit
- This will take you to Account Detail for Term to view your bill. (This is a real-time bill.)

  o You may also view a simpler version of your Winter bill by going to the bottom of the screen and clicking on Statement and Payment History. Use the dropdown to choose the most recent statement date and click on View Statement. (This is a static point-in-time bill and reflects your charges only at the time the statement was created. It will not immediately adjust to your most recent schedule changes.)

Payment Information

You may choose to pay your bill electronically, or by paper check. The fastest way to pay your bill is electronically.
- Just log into myShip at https://my.ship.edu following the instructions above.
- View your bill, and then click the Pay Now button.
- Select the Winter Term from the dropdown and click Submit.
- You will be directed to Official Payments, our electronic payment vendor.

Electronic payment options are:
  E-check: An electronic payment from your bank account. There is NO FEE for this payment method.
Credit card:  MasterCard, VISA, Discover and American Express are accepted by our third party vendor. Please note there is a 2.49% non-refundable fee to pay by credit card. This fee goes directly to Official Payments and will be shown as a separate fee on your credit card statement entitled, “OPC COL*SERVICE FEE.” If you do not want to pay the service fee, do not pay with credit card! We are unable to refund the service fee after the payment has been made.

A debit card will be processed as a credit card with a 2.49% non-refundable fee. If you would like to make payment directly from your bank account, you should choose the “Bank Account” option and pay with electronic check using your bank routing and account numbers.

To Pay by Paper Check:

If you wish to pay by paper check, print your online Statement or Account Detail for Term and mail it with your payment to Shippensburg University, Student Accounts Office, 1871 Old Main Drive, Shippensburg, PA 17257. Or pay in person at our office in Old Main Room 100. Credit cards cannot be accepted through the mail or in person.

Also registered for Spring 2017 courses?

If you are registered for Spring 2017 courses, your Spring charges will post to your account on or after Nov 15 and will be reflected on your Winter Account Detail for Term in “Net Balance for Other Terms”. Likewise, your Winter charges will show on your Spring Account Detail for Term in the same manner. We suggest that you pay your Winter charges first (due Dec 5), by following the instructions above and selecting Winter 2016 to view and pay. After you make your payment, your Spring Account Detail for Term will reflect your remaining Spring 2017 balance (due Jan 9).

Expecting to use excess Spring semester financial aid to pay your Winter bill?

If you plan to use your Spring 2017 financial aid to pay your Winter term charges, you must contact the Student Accounts Office before the due date of Dec 5. You may only defer payment of your Winter bill if it is determined that you have sufficient excess Spring aid to pay the balance in full. You must contact the Student Accounts Office before the bill due date or your courses could be dropped.

Is your employer paying your bill?

If you will be receiving employer reimbursement for your Winter tuition bill, you may apply for a deferral of your tuition. Go to http://www.ship.edu/Student_Accounts/Forms/ to print an Employer Reimbursement Tuition Deferment Application. This requires signature from your employer so do not delay in completing the application. It must be received in Student Accounts by the bill due date of Dec 5. Please note that only tuition may be deferred; all fees on your student account must be paid by the bill due date.
Withdrawing from a Winter Term class?

If you wish to drop or withdraw from a winter term course, you must complete a PCDE Withdrawal Form through the office of Professional, Continuing and Distance Ed found on their website.

If your course starts and ends during the standard winter term dates (Dec 19 and Jan 20), you will not be charged for any courses dropped through Dec 21 (the standard winter term drop period)*. After that date, there is NO REFUND for withdrawn courses if you are still enrolled in the winter term. If, however, you withdraw from the entire Winter Term (withdraw from all classes in the winter term), your charges will be prorated based on the Winter Term Refund Schedule.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Reduction in Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/16 – 12/21/16</td>
<td>100%</td>
</tr>
<tr>
<td>12/22/16</td>
<td>80%</td>
</tr>
<tr>
<td>12/23/16 – 12/24/16</td>
<td>60%</td>
</tr>
<tr>
<td>12/25/16 – 12/27/16</td>
<td>50%</td>
</tr>
<tr>
<td>12/28/16 – 12/29/16</td>
<td>40%</td>
</tr>
<tr>
<td>12/30/16 and beyond</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Please note, there is one additional part of term other than the standard winter term. If you are taking a course in Part of Term 2, which runs 12/19/16 – 2/10/17, you must drop your course by 12/22/16 to receive a 100% reduction in charges, and the withdrawal dates to receive a prorated refund are different than the standard winter term.

For more information on withdrawing and refunds and to view the refund tables for All Winter Parts of Term, go to the Student Accounts website.

To View your Class Schedule:
- Login to the myShip portal or https://my.ship.edu
- Click on the Student tab
- Click on My Academics
- Under My Student Resources, click on My Class Schedule
- Select a Term and click Submit
- The Student Detail Schedule will pull up for you to review.

Questions?

If you have any questions about your bill, please call or email us. Our office hours are Monday through Friday from 8:00 AM – 4:30 PM (and 8:00 AM – 4:00 PM during semester breaks). Our phone lines are very busy this time of year, but we do have voicemail. Feel free to leave a message and we will return your call. Please do not delay and do not wait until the bill due date to contact us! To help us respond
to your inquiries as quickly as possible, please do not leave multiple emails or phone messages, and please provide your name and SU ID when emailing or leaving a message.

If you have any questions, please contact the Student Accounts Office at 717-477-1211 or studentaccts@ship.edu.