Spring 2014 Billing Information

Spring 2014 Semester bills are available *On Line*.
Students will NOT receive a paper bill in the mail.

Spring bills are due December 18, 2013.

Completing the Spring Registration Process

You must do one of the following by Wednesday, December 18, to complete the Spring registration process, secure your student status, prevent your schedule from being dropped, and gain full access to housing, dining and university facilities:

1. **Pay your bill electronically or by paper check**
   OR
2. **Clear your Bill by accepting your charges, *if you have financial aid and no balance is due from you.***

If you have a balance due, paying your bill in full *automatically clears your bill*. You will NOT have the option available to accept your charges.

Viewing Your Bill and Payment Information

To View your Online Bill and Make Payment

- 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 **Spring 2014** and click **Submit**
- This will take you to **Account Detail for Term** to view your bill.
- Click on **Pay Now**
  - You will be directed to Official Payments, our credit card and e-check vendor, to make your payment. Please note there is a **2.5% *non-refundable* fee to pay by credit card** (VISA, MasterCard, Discover and American Express). 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." **There is NO fee to pay by electronic check.** 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.

To Pay by Paper Check or Money Order:
If you wish to pay by paper check or money order, print your online **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, by phone or in person.

A $35 returned check fee will be charged for paper checks or e-checks that are not honored by your bank.

A $100 late fee will be assessed to all students whose bills are not paid by the due date AND to all students who have financial aid with no balance due and have not accepted their charges by clearing their bills. Please be sure your payment arrives on time! If you have no balance due, be sure you Clear your Bill by December 18. ~*see instructions below*

If you will not personally be paying your bill, it is your responsibility to get a copy of the bill to the person who will be paying (parent, guardian, trust, etc.) and to be sure that it is paid on time!

NO Balance Due?

If you have a zero or credit balance for the semester because your financial aid covers your charges in full, ACTION is still required by the due date! ***You must still confirm your attendance by clearing your bill and accepting your charges***.

On Account Detail for Term for Spring 2014 if you have NO BALANCE in "Net Balance for Other Terms," and the "Current Due Net of Authorized Financial Aid and Memos" at the bottom of the page shows a zero or credit balance, follow these instructions to clear your bill:

- Login to myShip or https://my.ship.edu with your Ship email address and password.
- Click on the **Student** tab
- Choose **Paying for College** in the dropdown
- In the **My Account Information** section, click on **Clear My Bill**
- Click on ****MANDATORY** Clear My Spring 2014 Bill**
- Choose **Clear me for Spring 2014 semester**
- Click on **Survey Complete** to submit your response.

On Account Detail for Term if you DO have a BALANCE in "Net Balance for Other Terms," and the "Current Due Net of Authorized Financial Aid and Memos" at the bottom of the page shows a zero or credit balance, you will only have the ability to clear your bill yourself if your prior balance is from Winter or Fall semesters. If you have a balance from a semester or term prior to Fall semester 2013, you must pay the prior balance or contact the Student Accounts Office to discuss your delinquent account.

Schedules may be dropped (even those accounts with financial aid covering the entire bill) if the bill is not paid or you have not confirmed your attendance by the due date. Do not rely on the "drop for non-payment" policy to cancel those classes that you do not plan to attend. You should drop unwanted course(s) online prior to or during the semester's drop period.

Using Financial Aid as a Credit on Your Bill

If your authorized and memo'd financial aid does not completely cover your bill ("Current Due Net of Authorized Financial Aid and Memos" at the bottom of the Account Detail for Term shows a balance due), you will not be permitted to clear your bill online and you must pay the amount not covered by aid.

If you are expecting financial aid that you do not see as authorized on your bill, you should access your Financial Aid information in Self-Service Banner to check the status of your aid. If you have any questions regarding your aid, please contact the Financial Aid Office at 717-477-1131 or finaid@ship.edu.

If you are expecting Federal Direct Subsidized or Unsubsidized loans, *and you are a first time borrower at SU*, you must Web Accept your loans AND complete the Master Promissory Note (MPN) and Entrance Counseling at www.studentloans.gov before your aid will be deducted from your bill.

If you are expecting an athletic scholarship that is not reflected on your bill, you should contact your coach to determine the necessary steps to receive your scholarship.

If you have outside scholarships or other financial aid that are not displayed on your bill, print out a copy of the bill and mail it to Student Accounts with proof of the aid, and the Student Accounts Office will clear your bill for you. Mail all scholarship checks to the Student Accounts Office. **Your bill MUST be cleared by December 18 to avoid the $100 late fee!**

Loans for Part Time Students – ***Please note:*** You must remain in 6 or more credits to be eligible for any federal loans. Loan amounts are prorated based on the total number of credits scheduled in a semester.

Expecting Additional Financial Aid Due to a Grade Level Change?

If you completed a Grade Level Change Form in the Financial Aid Office and you are expecting additional spring aid that is not showing on your bill, you should contact the Student Accounts Office and they will verify the additional aid and clear your bill for you, if no other balance is due. (This additional aid will not show as authorized aid on your online bill until after grades are posted at the end of the semester.)

Also registered for Winter 2013 courses?

If you are registered for Winter 2013 courses, your winter charges will be reflected on your spring Account Detail for Term in "Net Balance for Other Terms". Likewise, your spring charges will show on your winter Account Detail for Term in the same manner. We suggest that you pay your winter charges first (due Dec 2), by following the instructions above and selecting **Winter 2013** to view and pay. After you make your payment, your Spring Account Detail for Term will reflect your remaining spring balance (due Dec 18).

Adding or Changing a Meal Plan

To add or change your meal plan:

- 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 **View/Change Meal Plan**
- You should now be at the **MyHousing** page.
- Click on **Dining** in the navigation pane.

Complete instructions can be found at http://www.ship.edu/Student_Accounts/Change_Meal_Plan/. After you change your meal plan, your on-line student account will be updated in Self-Service Banner on **Account Detail for Term**. You can continue to pay your bill.

Meal Plans for Off-Campus Students

Students are always billed for the meal plan they had the previous semester, even students who are moving off campus. *Make sure you review the meal plan on your bill and change it if you choose to do so.* Off-campus students may choose any meal plan or no meal plan.

Employer Paying Your Bill?

If you will be receiving employer reimbursement for your spring tuition, you may apply for a deferment. 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 December 18, 2013. Please note that ***only tuition may be deferred***; all fees on your student account must be paid by you.

Out of State Tuition

High Achieving out of state students and those majoring in STEM programs of study may qualify for a lower tuition rate equal to 175% of in state tuition. View the qualifications for the lower out of state rates on the Student Accounts webpage.

Important note for High Achieving students: In order to continue to receive the lower rate, High Achieving students must meet a specific semester and cumulative GPA. After Fall 2013 final grades post on Dec 18, if your semester or cumulative GPA has fallen below the minimum requirements, ***your Spring tuition will be adjusted and the standard out of state rate will be charged***. You will receive a notice that your charges have changed, and you will be responsible for paying the additional tuition.

In order to keep the lower rate for STEM majors, a student must remain in a selected STEM major for the upcoming semester. Final semester charges will be based up the major you have as of the end of the semester drop period (Jan 26, 2014). Major changes after that date will be reflected in charges for the following summer and fall 2014.

International Students

Shippensburg University has partnered with peerTransfer to offer an innovative and streamlined way to make international tuition payments. PeerTransfer's mission is to save international students and their families money that would otherwise be lost on bank fees and unfavorable foreign exchange rates. With peerTransfer, you can pay from any country and any bank. You are also offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, as compared to traditional banks. For more information visit the Student Accounts website International Students page.

Special Note for Students from Saudi Arabia –

If you have not done so, please update myShip with your local address and phone number as soon as possible. Please send your valid Financial Guarantee (FG) from the Saudi Arabia Cultural Mission (SACM) to studentaccts@ship.edu or submit to the Student Accounts Office in Old Main room 100. This form must be received by the Student Accounts Office **prior to the bill due date** to prevent a late fee on your bill. The effective and void dates on the FG must reflect coverage of the entire semester or term, from the start date to the end date, in order to be valid for the semester/ term in which you are scheduled; otherwise, SACM will not pay for that semester/ term. SACM requires that you have prior approval from your SACM counselor before scheduling an online class. When approval is received, please forward to studentaccts@ship.edu or submit to the Student Accounts Office. SACM pays for tuition and required fees. They do not pay for housing or a meal plan billed by Shippensburg University.

Housing Charges for New and Transfer Students

New and Transfer students who requested suite housing may not have an assigned room at the time of billing. Those students will currently be billed $3550 for housing. When a room is assigned, the billing amount will change to the appropriate cost associated with the suite unit. Suite pricing can be found on the Student Accounts webpage. Any questions regarding room assignments should be directed to the Housing Office at 717-477-1701.

Information from the Registrar

Very important information from the Registrar's Office regarding such things as address changes, schedule adjustment, drops and withdrawals, academic calendar dates and deadlines, graduation applications and much more can be found by clicking on this link. Please take time to review it.

To View your Class Schedule

- Login to the myShip portal or https://portal.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.

Refunds for Dropping Courses or Withdrawing from the Semester

You will not be charged for any courses dropped through Jan 26, 2014 (the spring semester drop period for the main part of term with begin and end dates of Jan 21 through May 9)*. After that date, there is **NO REFUND** for withdrawn courses. If, however, you completely withdraw from the entire spring semester, your charges, including room and board, will be prorated based on the Spring 2014 Refund Schedule.*

**Note: This information pertains to courses with begin and end dates corresponding to the main spring semester. Courses in differing parts of term with differing start and end dates may have different drop periods and refund dates. See the Refund Schedule for additional details.*

Dates for Dropping Spring Courses with 100% Refund in Varying Parts of Term

Part of Term	Date Range for Course*	Last Day to Drop 100% Refund
1	**1/21/14 – 5/9/14**	**1/26/14**
2	1/27/14 – 4/27/14	2/1/14
3	1/6/14 – 3/16/14	1/9/14
4	3/17/14 – 5/25/14	3/20/14
5	1/20/14 – 3/2/14	1/22/14
6	3/3/14 – 4/13/14	3/5/14
7	1/13/14 – 3/9/14	1/15/14
8	3/10/14 – 5/4/14	3/12/14
9	1/13/14 – 4/13/14	1/18/14
10	1/20/14 – 3/9/14	1/22/14
11	3/10/14 – 4/27/14	3/12/14
12	1/25/14 – 4/6/14	1/28/14
13	2/3/14 - 3/30/14	2/5/14
14	3/31/14 – 5/25/14	4/2/14

**You can see the "Date Range" for each of your classes when viewing your "Student Detail Schedule" in my.ship.edu.*

Questions??

Go to http://www.ship.edu/Student_Accounts/Student_Accounts_FAQs/ for answers to most billing and payment questions.

If you have other questions about your bill, please call or email us. Our office hours are Monday through Friday from 8:00 AM – 4:30 PM. 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 in the order in which it was received. Due to the heavy call volume, 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 number 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.