SHIPPENSBURG UNIVERSITY

Summer 2012 Billing Information

2012 Summer Session bills will be available *On Line* on the following dates:
Students will NOT receive a paper bill in the mail.

Term 3 bills will be available by April 13; Term 3 bills due May 1, 2012.
Term 4 bills will be available by May 2; Term 4 bills due May 22, 2012.
Term 5 bills will be available by May 25; Term 5 bills due June 13, 2012.

Students must complete the registration process and confirm attendance for summer by:

1. **Paying the bill, if a balance is due, OR**
2. **Confirming Attendance by electronically clearing the bill, if NO balance is due.**

Viewing Your Bill

To view your bill, log into myShip or https://my.ship.edu with your Ship email address and password.

- Click on **Student**
- Click on **Paying for College** in the dropdown
- Click on **Statement and Payment History**
- Select a bill date and Click on **View Statement** in the middle of the page

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 Summer Term you want to pay 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 debit to your bank account. There is NO FEE for this payment method.

Credit card: MasterCard, Discover and American Express are accepted by our third party vendor. A 2.5% convenience fee is charged by the vendor for this option. (VISA is not accepted.)

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

A $30 returned check fee will be charged for paper checks **or e-checks** that are not honored by the bank for ***any*** reason. **Be sure to enter your banking information carefully when paying by electronic check. If bank account information is entered incorrectly and is denied by your bank, a $30 fee will be charged.**

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

<u>NO Balance Due?</u>

If you have a zero or credit balance for a particular term because your financial aid covers your charges in full, ACTION is still required by the due date! You must confirm your attendance for the summer term in which you are registered.

- If your online statement shows a zero or credit balance **(and no payment is due)**, you must confirm your attendance by clearing your bill online as follows:
    - Login to myShip with your Ship email address and password
    - Click on the **Student** tab
    - Click on **My Academics** in the dropdown
    - In the **My Student Resources** section, click on **My Responses**
    - You will see ****MANDATORY**Clear My Summer 2012 Term (3, 4, or 5) Bill** for any term in which your account balance is zero and no payment was due.
    - Click on **Clear my Summer 2012 Term (3, 4, or 5) bill**
    - Click on **Survey Complete** to submit your response.
    - **Make sure you complete surveys for all summer terms in the My Responses section.**

- If your online statement does NOT show a zero balance, but you are expecting financial aid to cover your charges, follow the instructions below under "Using Financial Aid as a Credit on Your Bill".

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 term's drop period.

Using Financial Aid as a Credit on Your Bill

If expected financial aid is ***not*** showing on your bill, you must print a copy of your bill and mail it to the Student Accounts Office with proof of your aid. Write your expected loan amounts on the bill, deduct that amount from the charges due, and pay any remaining difference.

- If you are expecting a Parent PLUS loan, private Alternative loan or private scholarship that is not showing on your bill, you must submit proof of your approval or pre-approval with your bill.

- If you are expecting Federal Direct Subsidized or Unsubsidized loans, you must complete a Summer Loan Application in the Financial Aid Office before you will receive any loan funds.

- 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 MPN/Entrance Counseling before your aid will be deducted from your bill.

Students must meet the **Academic Progress requirements** for the 2011-2012 academic year in order to receive federal aid for summer. Eligibility is expected to be determined by the end of May after spring grades are submitted. The Student Accounts Office may allow you to take credit for federal loans while waiting for this determination; however, should you subsequently become ineligible for the aid, you will be responsible for the full amount of your charges.

Students with less than 6 credits are NOT ELIGIBLE for Federal Loans.

If you have remaining questions regarding your financial aid, they should be directed to the Financial Aid Office.

Summer Housing

If you plan to live on campus, you will be charged according to the number of weeks in the summer term. If you are registered for a course that does not start and end on the standard 3-week or 5-week term dates, you may request special permission from the Housing Office to reside in the residence hall for the duration of your course.

If you plan to live on campus, print your online bill, add one of the following fees to the amount due on your bill, and mail the bill with payment to the Student Accounts Office. Students residing on campus are required to purchase a meal plan.

	Term 3 (3wk)	Terms 4,5 (5wk)	Per Week charge
Housing with 15 meal plan	$627.00	$1,045.00	$209.00
Housing with 19 meal plan	$666.00	$1,110.00	$222.00
Housing with Admiral plan	$693.00	$1,155.00	$231.00

For more information on Summer Housing, visit the Summer Housing site.

Employer Paying Your Bill?

If you will be receiving employer reimbursement for your summer 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. ***Please note that only tuition may be deferred; all fees on your student account must be paid by you.***

Refunds for Dropping Courses or Withdrawing from the Term

You will not be charged for any courses dropped within the initial drop period of each term. Full term drop dates are: Term 3 – May 14, Term 4 – June 4 & 5, Term 5 – July 9 & 10. After these dates, there is NO REFUND for withdrawn courses. If, however, you completely withdraw from the entire term, your charges will be prorated based on the Summer 2012 Refund Schedule found on the Student Accounts website. To completely withdraw from a summer term, you must complete a university Withdrawal Request Form.

It is important to note that many summer courses do not run the length of the full term and are scheduled into various "parts of term" within the full terms 3, 4 and 5. Each part of term has its own drop and add dates and last date to withdraw with a W grade. The summer parts of term are listed on the Registrar website. This chart lists the important dates for each summer part of term. Refunds are only issued if you drop a course within the drop period of the term (or part of term) in which the course resides.

Information from the Registrar

Very important information from the Registrar's Office regarding such things as the summer calendar, important parts of term drop and add dates, email address information, and more can be found here: Registrar's Information for Summer 2012 Terms. Please take time to review this document!

Other helpful links:

Visit http://www.ship.edu/Student_Accounts/Summer_Semester_Tuition/ for more information on billing and the summer refund policy.

Questions??

If you have any questions about your bill, please call Student Accounts at 477-1211 or email at studentaccts@ship.edu . Office hours are Monday through Friday from 8:00 AM – 4:30 PM (or 4:00 during semester breaks). If the phone line is busy, feel free to leave a message and your call will be returned in the order in which it was received. **When emailing or leaving a message, please provide your name and SU ID number to assist us in responding to you more quickly.**