Summer 2018 Billing Information

2018 Summer Session bills will be available On Line on the following dates:
Students will NOT receive a paper bill in the mail.

Summer Term A bills will be available by April 16; Due May 7, 2018.
Summer Term B bills will be available by May 22; Due June 11, 2018.

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, login to 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

Electronic Payment
You may choose to pay your bill electronically, or by paper check. The fastest way to pay your bill is electronically.
- Just login to 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:

- Bank Accounts (E-check): E-check is an electronic debit to 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. A **2.49% non-refundable service fee** is charged by the vendor for this option. 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.” Please note that if you drop a class and are due a refund, you will NOT be refunded the 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.

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

Paper Check
If you wish to pay by paper check, you should 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 $35 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 you will not personally be paying your bill, it is **your responsibility** 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!

NO Balance Due?
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 by clearing your bill and accepting your charges 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:
  o Login to myShip with your Ship email address and password
  o Click on the Student tab
  o Choose Paying for College in the dropdown
  o In the My Account Information section, click on Clear My Bill
  o You will see **MANDATORY** Clear My Summer 2018 Term (A or B) Bill for any term in which your account balance is zero and no payment is due. Click on the appropriate term.
  o Click on Clear me for the Summer 2018 Term (A or B) semester
  o Click on Survey Complete to submit your response.
  o **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.

**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/](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 by the bill due date in advance of the term.

**Using Financial Aid as a Credit on Your Bill**

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

- 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 Master Promissory Note (MPN) and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov) before your aid will be deducted from your bill.

- 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.

Mail all outside scholarship checks to the Student Accounts Office.

Students must be making **Satisfactory Academic Progress (SAP)** in order to receive federal aid for summer. You may review the SAP policy at [http://www.ship.edu/Financial_Aid/Eligibility/](http://www.ship.edu/Financial_Aid/Eligibility/). 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 summer 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 6-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 the appropriate fees (below) to the amount due on your bill, and mail the bill with payment to the Student Accounts Office. If you prefer to pay online, simply send an email to Student Accounts at studentaccts@ship.edu and tell us you are including housing and meals with your payment.

**Housing and Meals for Summer Terms A & B**

Students who choose to reside on campus for Summer A will be housed in McCune Hall B Units. Students who choose to reside on campus for Summer B will be housed in Kieffer Hall B Units. A meal plan is required for on campus housing.

<table>
<thead>
<tr>
<th>Meal Plan Description</th>
<th>Per Week Charge</th>
<th>6-Week Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>McCune/Kieffer with 19 meal plan</td>
<td>$277.00</td>
<td>$1,662.00</td>
</tr>
<tr>
<td>McCune/Kieffer with 15 meal plan</td>
<td>$263.00</td>
<td>$1,578.00</td>
</tr>
<tr>
<td>McCune/Kieffer with 10 meal plan</td>
<td>$241.00</td>
<td>$1,446.00</td>
</tr>
</tbody>
</table>

For housing and meal charges, you should determine which meal plan you prefer and then add the Full Term (6-week) cost to your bill.

If you are registered for a course that does not start and end on the standard 6-week term dates, and you plan to reside on campus for the duration of the course, you should calculate the room and meal rate according to the number of weeks you will be on campus (= per week charge X number of weeks in the course length). Add this amount to your summer bill. Be sure to contact the Housing Office to request permission to reside on campus for any length of time other than the standard 6-week term.

If you have any questions about how to add housing and meals to your bill, please contact the Student Accounts Office at studentaccts@ship.edu or 717-477-1211.

For more information on Summer Housing and Housing/Meal Rates, visit the Summer Housing site and the Student Accounts webpage.
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. 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 2018 Refund Schedule found on the Student Accounts website. To completely withdraw from a summer term, you must complete a university Withdrawal Request Form.

- Summer A (Full 6-week Term) – last date to drop for 100% refund - 5/23/18
- Summer B (Full 6-week Term) – last date to drop for 100% refund - 7/5/18

It is important to note that many summer courses do not run the full length of the terms and are scheduled into various “parts of term” within the full terms A and B. 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.

Out of State Students

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 Spring 2018 final grades post on May 17, if your semester or cumulative GPA has fallen below the minimum requirements, you will be able to keep the lower rate for summer terms; however, your fall tuition will be adjusted to the standard out of state rate.

In order to keep the lower rate for STEM majors, a student must remain in a selected STEM major. Summer term tuition charges will be based on the major you have as of the end of Spring 2018 semester, May 11. Major changes after that date will be reflected in your charges on the Fall 2018 bill.

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 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.
If you have any questions about your bill, please call Student Accounts at 717-477-1211 or email at studentaccts@ship.edu. Office hours are Monday through Friday from 8:00 AM – 4:30 PM (or 4:00 during the summer and 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. 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.