



Winter 2023 Billing Information

Winter bills will be available **Online** beginning Nov 9, 2023.

Students will NOT receive a paper bill in the mail.

Bills are due Monday, Nov 27.

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

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Viewing Your Bill and Online Payment Information

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 **View/Pay My Bill**
- Click on the **View Activity** button
- Select the term you want to view **Winter 2023**
- This will take you to **Account Activity** (real-time) to view your bill.
- Click on **Make Payment** in the header
- Select Payment Option: you may choose to **Pay by Term** or pay your **Amount Due**
 - o If making a payment for a future semester when no balance is due, choose **Amount Due**

- Enter the amount you wish to pay
- Click **Continue**
- Select your payment method:
 - o *Electronic Check* (checking/savings) – There is **NO FEE** for this service. Choose the “Electronic Check” method and pay using your bank routing and account numbers.
 - o *Credit Card* (including Debit Cards) – MasterCard, VISA, Discover and American Express are accepted by TouchNet/PayPath. **There is a non-refundable 2.85% service fee with a \$3.00 fee minimum for this service.** The service fee is retained by PayPath and will show as a separate fee on your credit card statement entitled, “PayPath Service Fee for Shippensburg University”. **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.**
- Click **Continue**
- Enter your personal and payment information to proceed with the payment.

*Please note: A **debit card** will be processed as a credit card with a 2.85% (\$3 minimum) non-refundable service fee. If you would like to make payment directly from your bank account, you should choose the “**Electronic Check**” option and pay with electronic check using your bank routing and account numbers. **There is no fee to pay by electronic check!***

To Pay by Paper Check:

If you wish to pay by paper check, print your online bill **Account Activity** and mail it with your payment to Shippensburg University, Student Accounts Office, 1871 Old Main Drive, Shippensburg, PA 17257. Electronic check and credit/debit cards cannot be accepted through the mail, by phone or in person.

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

Also registered for Spring 2024 courses?

If you are registered for Spring courses, your Spring charges will post to your account on or after Nov 13 and will be reflected in your overall balance due. **We suggest that you pay your Winter charges first (due Nov 27), by following the instructions above and selecting Winter 2023 to view and pay.** After you make your payment, your Spring balance will reflect your remaining Spring 2024 balance (due Jan 8).

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

If you plan to use your Spring 2024 financial aid to pay your Winter term charges, you must **contact the Student Accounts Office before the winter bill due date of Nov 27** (however, please wait until after Nov 13 when spring bills become available). Student Accounts will verify your spring aid and determine if you have sufficient aid to pay both spring semester and winter term. If so, the office will clear you for the winter term. **You must contact the Student Accounts Office via phone or email 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 Nov 27. ***Please note that only tuition may be deferred; all fees on your student account must be paid by the bill due date.***

International Students

Shippensburg University has partnered with [Flywire](#) to offer an innovative and streamlined way to make international tuition payments. Flywire'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 Flywire, 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 112. 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.

Withdrawing from a Winter Term class?

If you wish to drop or withdraw from a winter term course, you may do so through myShip at <https://my.ship.edu>. If you stop attending class and do not withdraw, you will remain registered and will receive a grade of "F" for the course.

If your course starts and ends during the standard winter term dates (Dec 12 and Jan 13), you will not be charged for any courses dropped through Dec 14 (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](#).

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

<u>Part of Term</u>	<u>Date Range for Course*</u>	<u>Last Day to Drop 100% Refund</u>
1	12/18/23 – 1/19/24	12/20/23
2	12/18/23 – 2/9/24	12/21/23

**Note: Courses in differing parts of term with differing start and end dates will have different drop periods and refund dates. See the [Refund Schedule](#) for additional details.*

Information from the Registrar

Very important information from the Registrar's Office regarding such things as schedule adjustment, drops and withdrawals, academic calendar dates and deadlines, graduation applications and much more can be found by clicking [this link](#) and also the [Semester Information](#) link. Please take time to review both of these pages.

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?

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 Student Accounts. Our office hours are Monday through Friday from 8:00 AM – 4:30 PM (and 8:00 – 4:00 during semester breaks). When calling the office, if you reach voicemail, feel free to leave a message. We kindly request your patience while we return calls in the order in which they are received. **To help us respond to your inquiries as quickly as possible, please have your SU ID number ready and make sure you supply your SU ID number when leaving a phone message or sending an email.**

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