



Summer 2022 Billing Information

Summer Session 2022 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 13; Due May 2, 2022.
Summer Term B bills will be available by May 23; Due June 13, 2022.

Students must complete the registration process and clear the bill for summer by:

- 1. Paying the bill, if a balance is due, OR**
- 2. By electronically clearing the bill, if NO balance is due.**

Table of Contents

Viewing Your Bill	2
Payment Information	2
Electronic Payment	2
Paper Check	2
Pay with our Installment Payment Plan	3
NO Balance Due?	3
Employer Paying Your Bill?	4
Using Financial Aid as a Credit on Your Bill	4
Summer Housing	5
Housing and Meals for Summer Terms A & B	5
Refunds for Dropping Courses or Withdrawing from the Term	6
Information from the Registrar	6
Other Helpful Links:	6
Questions??	7

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 ACI Worldwide/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 ACI/Official Payments and will be shown as a separate fee on your credit card statement with the description, "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.**

Pay with our Installment Payment Plan

If you are interested in paying your bill in monthly installments for a Summer term, you can enroll with our vendor, Nelnet Campus Commerce.

Summer A – Payment Plan opens April 13, 2022

- Choose a 3-payment plan by enrolling by May 2. Pay 35% down (1st payment) and authorize 2 more **automatic** installment payments on May 15 and June 15.
- Choose a 2-payment plan by enrolling by May 16. Pay 50% down (1st payment) and authorize 1 more **automatic** installment payment on June 15.

Summer B – Payment Plan opens May 23, 2022

- Choose a 3-payment plan by enrolling by June 3. Pay 35% down (1st payment) and authorize 2 more **automatic** installment payments on June 15 and July 15.
- Choose a 2-payment plan by enrolling by June 27. Pay 50% down (1st payment) and authorize 1 more **automatic** installment payments on July 15.

The **cost to enroll is \$40 per term**. The enrollment fee and initial down payment (1st payment) must be made at the time of enrollment. All installment plans require you to set up **automatic payments** which will be drawn from your designated bank account.

Enrolling in a payment plan and making your down payment will confirm your attendance and clear you for the term *as long as all prior semester balances have been paid in full*. The Summer Payment Plan is for Summer terms only. The plan cannot be set up to pay prior semester overdue balances. Access the payment plan at <https://my.ship.edu> by going to Student, Paying for College, Payment Plan.

For more information, visit Nelnet's site at www.MyCollegePaymentPlan.com/ship, or go to https://www.ship.edu/student_accounts/ and click on the **Payment Plan** tab for step-by-step instructions.

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 clear the bill 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 clear your bill online as follows:
 - Login to [myShip](#) 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**

- From the drop-down menu, select ****MANDATORY** Clear My Summer 2022 Term (A or B) Bill** for any term in which your account balance is zero and no payment is due.
 - Click the radio button beside **Clear me for the Summer 2022 Term (A or B) semester**
 - Click the **Survey Complete** button 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 cleared your bill 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/ 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. You may also email this information to studentaccts@ship.edu.

- 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 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. If you do not have a check yet, please email the scholarship award letter to studentaccts@ship.edu. We will give you credit for the scholarship on your bill until the check is received.

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/. 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. **If you plan to use federal aid for summer and are waiting on spring grades to post, please contact the Student Accounts office to receive a payment extension.**

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 must request special permission from Jen Milburn, by emailing jsmilburn@ship.edu, to reside in the residence hall for the duration of your course.

If you plan to live on campus, add the appropriate fees (below) to the amount due on your bill, make your payment online, and simply send an email to Student Accounts at studentaccts@ship.edu and tell us you included housing and meals with your payment. If you prefer to pay by mail, print your online bill, add the fees (below) to the amount due on your bill, and mail the bill with payment to the Student Accounts Office.

Housing and Meals for Summer Terms A & B

Students who choose to reside on campus for Summer A will be housed in Kieffer Hall B Units. Students who choose to reside on campus for Summer B will be housed in McLean Hall. A meal plan is *required*.⁹

<u>Summer A</u>	<u>Per Week Charge</u>	<u>6-Week Total</u>
McCune Hall with 19 meal plan	\$280.00	\$1,680.00
McCune Hall with 14 meal plan	\$255.00	\$1,530.00
McCune Hall with 10 meal plan	\$241.00	\$1,446.00

<u>Summer B</u>	<u>Per Week Charge</u>	<u>6-Week Total</u>
McLean Hall with 19 meal plan	\$279.00	\$1,674.00
McLean Hall with 14 meal plan	\$254.00	\$1,524.00
McLean Hall with 10 meal plan	\$240.00	\$1,440.00

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 email Jen Milburn at jmilburn@ship.edu 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 2022 Refund Schedule](#) found on the Student Accounts website.

Summer A (Full 6-week Term) – last date to drop for 100% refund - 5/18/22

Summer B (Full 6-week Term) – last date to drop for 100% refund - 6/29/22

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.**

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.

Questions??

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, please continue to hold and we will answer your call in the order in which it was received. **To help us respond to your inquiries as quickly as possible, please have your SU ID number ready and please supply your SU ID number when emailing.**