



Summer 2020 Billing Information

2020 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 13; Due May 4, 2020.
Summer Term B bills will be available by May 19; Due June 8, 2020.

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 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 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 when the office reopens after the coronavirus shutdown, pay in person 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, 2020

- Choose a 3-payment plan by enrolling by May 4. 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 4. Pay 50% down (1st payment) and authorize 1 more **automatic** installment payment on June 15.

Summer B – Payment Plan opens May 19, 2020

- Choose a 3-payment plan by enrolling by June 4. 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 8. 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*. 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 confirm your attendance by accepting your charges and clearing your 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 confirm your attendance 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 2020 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 2020 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. Late payments are subject to a \$100 late fee.

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. You may email the completed form to studentaccts@ship.edu. **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 email the Student Accounts Office at studentaccts@ship.edu with proof of the aid. Student Accounts will verify your aid and respond with your remaining balance due.

- 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. You may email a copy of the approval to Student Accounts at studentaccts@ship.edu.

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/. 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

Due to COVID-19, all summer courses are being held online; therefore, summer on-campus housing will be limited. If, due to extenuating circumstances, you find that you must reside on campus, please contact the Housing & Residence Life Office at housing@ship.edu to request special permission to do so. If approved, housing and meal charges will be added to your bill according to the number of weeks you will be in the residence hall, and you will be notified by the Student Accounts Office when those charges have been added.

Students will be housed in B Units when available at a cost of \$162/week. Costs for other units vary according to the unit type. Those who reside in housing will also be billed for a 19 meal plan at a cost of \$120/week. The total for room and meals will be \$282/week if housed in a B unit.

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 2020 Refund Schedule](#) found on the Student Accounts website.

Summer A (Full 6-week Term) – last date to drop for 100% refund - 5/20/2020

Summer B (Full 6-week Term) – last date to drop for 100% refund - 7/1/2020

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.**