



Winter 2021 Billing Information

Winter bills will be available **Online** beginning Nov 8, 2021.

Students will **NOT** receive a paper bill in the mail.

Bills are due Monday, Nov 29.

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

Contents

Viewing Your Bill	1
Payment Information	2
To Pay by Paper Check:	2
Also registered for Spring 2022 courses?	2
Expecting to use excess Spring semester financial aid to pay your Winter bill?	3
Is your employer paying your bill?	3
International Students	3
Special Note for Students from Saudi Arabia –	3
Withdrawing from a Winter Term class?	4
Dates for Dropping Winter Courses with 100% Refund in Varying Parts of Term	4
Information from the Registrar	4
Questions?	4

Viewing Your Bill

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 **Account Information/Pay Now**
- Select the Term you want to view **Winter 2021** and click **Submit**
- This will take you to **Account Detail for Term** to view your bill. *(This is a real-time bill.)*

- You may also view a simpler version of your Winter bill by going to the bottom of the screen and clicking on **Statement and Payment History**. Use the dropdown to choose the most recent statement date and click on **View Statement**. *(This is a static point-in-time bill and reflects your charges only at the time the statement was created. It is not a real-time bill and may not reflect your most recent schedule changes.)*

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](https://my.ship.edu) at <https://my.ship.edu> following the instructions above.
- View your bill, and then click the **Pay Now** button.
- You will be directed to Official Payments, our electronic payment vendor.
- Input the amount you would like to pay.

Electronic payment options are:

E-check: An electronic payment from your bank account. There is **NO FEE** for this payment method. Choose the “Bank Account” option.

Credit card: MasterCard, VISA, Discover and American Express are accepted by our third party vendor. **Please note there is a 2.49% non-refundable fee to pay by credit card.** 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.” **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.**

*A **debit card** will be processed as a credit card with a 2.49% non-refundable fee. If you would like to make payment directly from your bank account, you should choose the “**Bank Account**” option and pay with electronic check using your bank routing and account numbers. **There is no fee for paying with the Bank Account option.***

To Pay by Paper Check:

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

Also registered for Spring 2022 courses?

If you are registered for Spring courses, your Spring charges will post to your account on or after Nov 15 and will be reflected on your Winter Account Detail for Term in “Net Balance for Other Terms”. Likewise, your Winter charges will show on your Spring Account Detail for Term in the same manner. **We suggest that you pay your Winter charges first (due Nov 29), by following the instructions above and**

selecting **Winter 2021** to view and pay. After you make your payment, your Spring Account Detail for Term will reflect your remaining Spring 2022 balance (due Jan 10).

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

If you plan to use your Spring 2022 financial aid to pay your Winter term charges, you must **contact the Student Accounts Office before the winter bill due date of Nov 29** (however, please wait until after Nov 15 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 29. **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 100. 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 13 and Jan 14), you will not be charged for any courses dropped through Dec 15 (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	12/13/21 – 1/14/22	12/15/21
2		
3		

**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 studentaccts@ship.edu.