





Office of Student Financial Services

- Olmsted Hall Room 105
- Phone: 812-488-2364
- Making a Payment: 812-488-2565
- Office Hours: Monday Friday 8-5
- Cashier Hours: Monday Friday 8-4
- Email: studentfinancialservices@evansville.edu

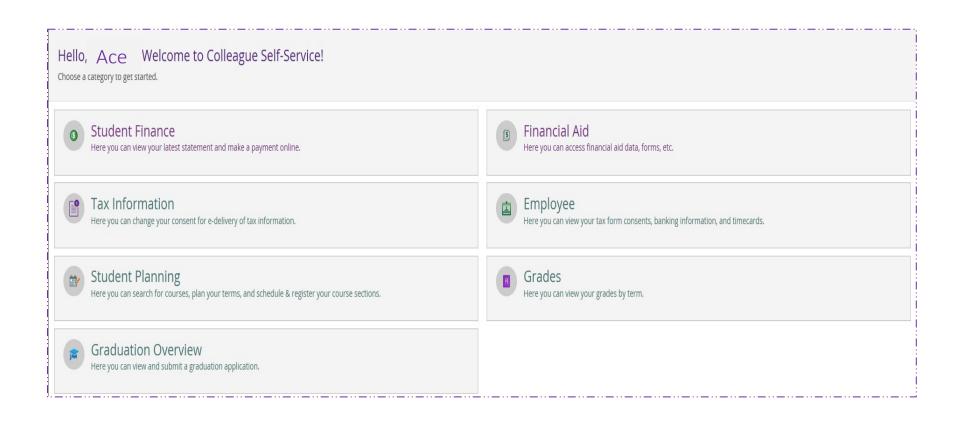


Information and Communications

- Once a student is registered, our office can only discuss account information with the student or those whom the student has granted Proxy access.
- Emails are sent to the student's UE email address.
- Financial Aid communications will be sent directly to the student.
- Account Activity notification emails will be sent to students and Proxy users.
- Self-Service: 24/7 online access to student account information (view semester statements and make online payments)

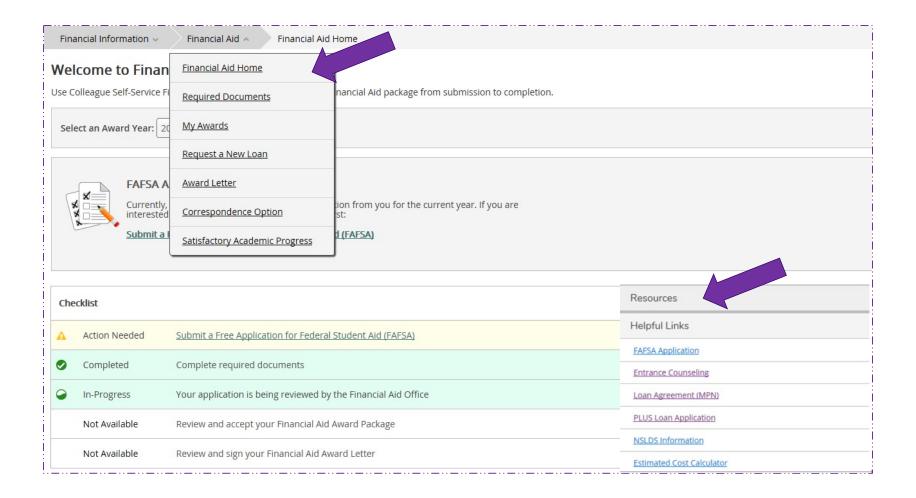


MyUE.evansville.edu – Self-Service



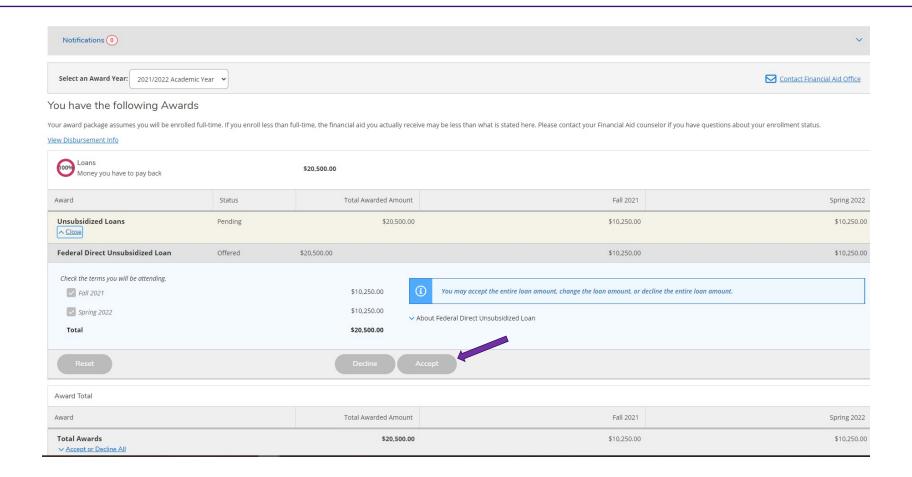


Financial Aid Self-Service Home Page



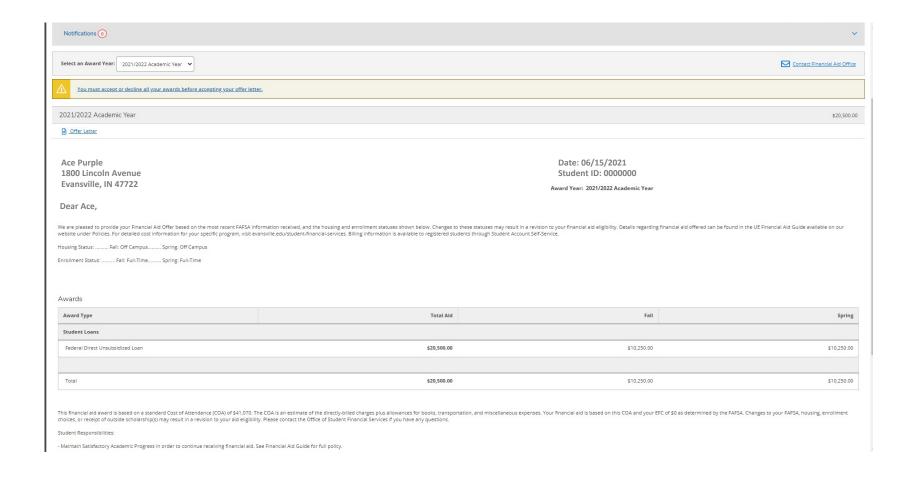


Accept/Decline/Decrease Loan





Self-Service Offer Letter





Purchasing Books and Supplies

• The next business day after registering for courses, students can charge their book purchase to their student account through the UE Bookstore (up to \$1,000 per semester).

Students must show a valid UE ID for account charge



Refunds

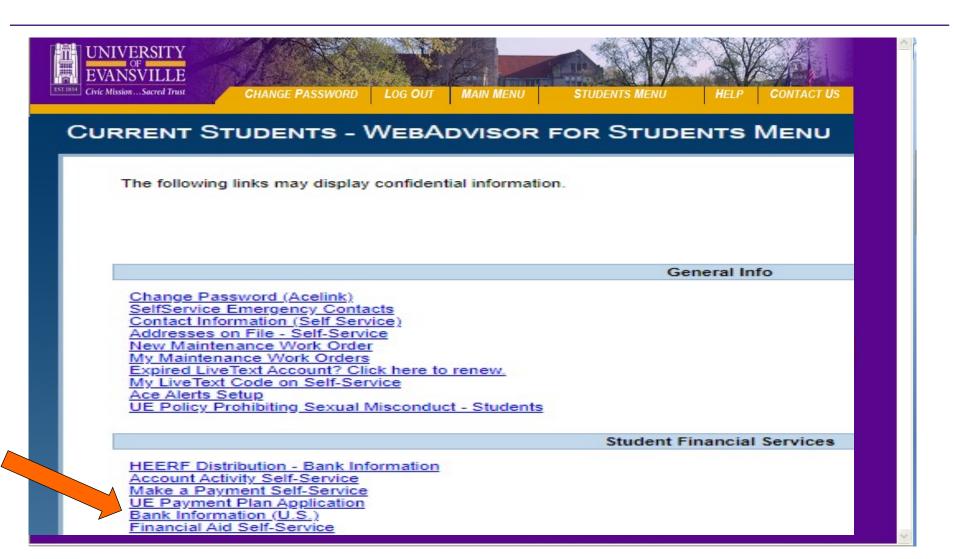
• Student should confirm that all *Financial Aid Self-Service* 'Checklist' items are complete.

A	Action Needed	Complete Direct Loan Entrance Counseling
Δ	Action Needed	Sign a Direct Loan Master Promissory Note

- Refunds from excess financial aid, including federal loans, will be processed automatically during the first 14 days of the semester.
- Students can enter bank information on WebAdvisor to receive refunds via direct deposit.



Add Bank Information





Submit Bank Information Used for student refunds only!

Bank Default Bank Account Informati	Routing Number Bank Account Number
Routing Number	123456789
Re-Enter Routing Number	123456789
Bank Account Number	987654321
Re-Enter Bank Account Number	987654321
Account Type	Checking
Effective Date	06/14/2010
Confirmation E-Mail Address	bh9@evansville.edu
entitled to provide this authoriza adjustments to correct any dep Institution to accept these entries	d on this form is correct and that I am an authorized signer of the account provided for direct deposit transactions and am tion. I hereby authorize the University of Evansville to initiate electronic credit entries, and if necessary, debit entries or osit errors to the checking or savings account at the financial institution listed above and I authorize the Depository Financial is. These authorizations are to become effective as soon as possible, and remain in full force until the University of Evansville cancellation notification in such time and in such manner to afford the University of Evansville a reasonable opportunity to act



Payment Methods and Options

Payment Methods:

- Cash (limit \$1,000 per semester)
- Check or e-check
- Automatic debit from checking or savings account
- Loan funds (federal or private)
- Bank wires (domestic and international)
- Credit card (Visa, Mastercard, Discover and American Express)
 - Credit card payments are subject to a 2.5% service fee

Fall/Spring Payment Options:

- One-Payment Option
- Two-Payment Option
- UE Payment Plan



Payment Options

- One Payment (per semester): The semester balance is due before classes begin.
- Two Payments (per semester): This option allows you to make a minimum payment of at least one-half of the semester's balance before classes begin.
 - ½ term balance due before classes begin
 - Remaining balance due by September 15 (fall) and February 15 (spring)*

^{*}Please note that a 1.5% finance charge is assessed on the balance of the 2nd payment and monthly thereafter on any outstanding balance.



UE Payment Plans

- Online Payment Plan Application or call cashiers at 812-488-2565.
- Payments are calculated on the total semester charges minus finalized financial aid
- For a 1-term plan, the net semester cost is divided by 4 monthly payments.
- If enrolling in summer courses, anticipated summer charges can be included in the spring semester payment plan and the plan extended through May (S1) or June (S2).
- No monthly finance charges
- Payment Plan Fee:
 - ACH automatic withdrawal from checking or savings on the 15th of each month: \$40/semester
 - Non-ACH in person, by mail, or online through Self-Service due on the 15th of each month: \$50 /semester
- 5 grace days coupon payments received after the 20th of the month will be assessed a late payment fee of \$18.00





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1800 Lincoln Avenue Evansville, Indiana 47722

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