

A photograph of a university campus. In the foreground, a paved walkway curves through a green lawn. To the left, a large tree trunk is visible. In the background, a large, multi-story building with a red roof and a central tower is visible, surrounded by trees and a flagpole with the American flag.

**Office of Student Financial Services**

# Office of Student Financial Services-add

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QR code

# Office of Student Financial Services

- Olmsted Hall – Room 105
- Phone: 812-488-2364
- Making a Payment: 812-488-2565
- Office Hours: Monday – Friday 8:00 - 5:00
- Cashier Hours: Monday – Friday 8:00 – 4:00
- Email: [studentfinancialservices@evansville.edu](mailto:studentfinancialservices@evansville.edu)

# Office of Student Financial Services

- **Student Financial Services Administrators**
  - Process FAFSA submissions
  - Administer financial aid
  - Receive and process outside scholarship checks
  - Process student and parent loan requests
- **Cashiers**
  - Manage billing for all UE directly-billed tuition, fees, housing and meal plans
  - Process payments including third party and 529/College Savings Plan payments
  - Administer UE Monthly Payment Plans
  - Process refunds when excess aid or overpayment result in a credit balance
  - Cash checks (up to \$30 per day)

# Information and Communications

- Our office can only discuss account information with those whom you have granted Proxy access.
- Emails are sent to your UE email address.
- Financial Aid communications will be sent directly to you.
- 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

Hello, Ace . Welcome to Colleague Self-Service!


Choose a category to get started.

 **Student Finance**  
Here you can view your latest statement and make a payment online.

 **Financial Aid**  
Here you can access financial aid data, forms, etc.

 **Tax Information**  
Here you can change your consent for e-delivery of tax information.

 **Employee**  
Here you can view your tax form consents, banking information, and timecards.

 **Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Grades**  
Here you can view your grades by term.

 **Graduation Overview**  
Here you can view and submit a graduation application.

# Financial Aid Self-Service Home Page

Financial Information - Financial Aid - Financial Aid Home

**Welcome to Financial Aid Self-Service**

Use Colleague Self-Service for more information on the Financial Aid package from submission to completion.

Select an Award Year: 2024

**FAFSA A**  
Currently interested  
Submit a

- Financial Aid Home
- Required Documents
- My Awards
- Report/View Outside Awards
- Request a New Loan
- Offer Letter
- College Financing Plan
- Correspondence Option
- Satisfactory Academic Progress

**Checklist**

⚠️ Action Needed	Submit a Free Application for Federal Student Aid (FAFSA)
✅ Completed	Complete required documents
🔄 In-Progress	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package
Not Available	Review and sign your Financial Aid Award Letter

**Resources**

- Helpful Links
- [FAFSA Application](#)
- [Entrance Counseling](#)
- [Loan Agreement \(MPN\)](#)
- [PLUS Loan Application](#)
- [NSLDS Information](#)
- [Estimated Cost Calculator](#)

# My Awards- Student View

Select an Award Year:  [Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

[View Disbursement Info](#)

**73%** Scholarships and Grants  
Money you don't have to pay back **\$15,000.00**

Award	Status	Total Awarded Amount	Fall 2022	Spring 2023
<b>UE ACES Schp</b> <a href="#">View award</a>	Accepted	\$15,000.00	\$7,500.00	\$7,500.00

**27%** Loans  
Money you have to pay back **\$5,500.00**

Award	Status	Total Awarded Amount	Fall 2022	Spring 2023
<b>Unsubsidized Loans</b> <a href="#">Accept or Decline</a>	Pending	\$5,500.00	\$2,750.00	\$2,750.00

Award Total

Award	Total Awarded Amount	Fall 2022	Spring 2023
<b>Total Awards</b> <a href="#">Accept or Decline All</a>	<b>\$20,500.00</b>	\$10,250.00	\$10,250.00




# My Awards-View Award

## You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

[View Disbursement Info](#)

 Scholarships and Grants Money you don't have to pay back		<b>\$15,000.00</b>		
Award	Status	Total Awarded Amount	Fall 2022	Spring 2023
<b>UE ACES Schp</b>	Accepted	\$15,000.00	\$7,500.00	\$7,500.00
<a href="#">^ Close</a>				
<input checked="" type="checkbox"/> Fall 2022		\$7,500.00	<a href="#">^ About UE ACES Schp</a>	
<input checked="" type="checkbox"/> -Spring 2023		\$7,500.00	This University of Evansville award is renewable by meeting Satisfactory Academic Progress (SAP).	
<b>Total</b>		<b>\$15,000.00</b>		

# Accept/Decline/Change Loan

Select an Award Year:  [Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

[View Disbursement Info](#)

**73%** Scholarships and Grants  
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Award	Status	Total Awarded Amount	Fall 2022	Spring 2023
<b>UE ACES Schp</b> <a href="#">View award</a>	Accepted	\$15,000.00	\$7,500.00	\$7,500.00


**27%** Loans  
Money you have to pay back **\$5,500.00**

Award	Status	Total Awarded Amount	Fall 2022	Spring 2023
<b>Unsubsidized Loans</b> <a href="#">Close</a>	Pending	\$5,500.00	\$2,750.00	\$2,750.00
<b>Direct Unsub Loan</b>	Offered	\$5,500.00	\$2,750.00	\$2,750.00

*Check the terms you will be attending.*

<input checked="" type="checkbox"/> Fall 2022	\$2,750.00	<div style="background-color: #add8e6; padding: 5px; border-radius: 5px;"> <span style="font-size: 1.2em; color: white; float: left; margin-right: 5px;">i</span> <span>You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.</span> </div> <p><a href="#">About Direct Unsub Loan</a></p>
<input checked="" type="checkbox"/> Spring 2023	\$2,750.00	
<b>Total</b>	<b>\$5,500.00</b>	

Reset
Decline
Accept



# Self-Service Offer Letter



You must accept or decline all your awards before accepting your award letter.

2022-23 Academic Year

\$20,500.00

[Award Letter](#)

UNIVERSITY OF EVANSVILLE

Ace Purple  
1800 Lincoln Avenue  
Evansville, IN 47722

Date: 06/15/2022  
Student ID: 0000000  
Award Year: 2022/23 Academic Year

Dear Ace,

We are pleased to offer you the financial aid listed based on the most recent FAFSA information received, and the housing and enrollment status shown below.

Housing Status: ..... Fall: On Campus..... Spring: On Campus

Enrollment Status: ..... Fall: Full-Time..... Spring: Full-Time

Awards	Total Aid	Fall	Spring
<b>Gift Assistance</b>			
UE ACES Schp	\$15,000.00	\$7,500.00	\$7,500.00
<b>Self-Help Awards</b>			
Direct Unsub Loan	\$5,500.00	\$2,750.00	\$2,750.00
<b>Total</b>	<b>\$20,500.00</b>	<b>\$10,250.00</b>	<b>\$10,250.00</b>

The standard Cost of Attendance (COA) for a student living on campus is \$53,676. The COA is an estimate of the directly-billed charges plus allowances for books, transportation, and miscellaneous expenses. Your financial aid is based on this COA and your EFC of \$493,451 as determined by the FAFSA. Changes to your FAFSA, housing, enrollment choices, or receipt of outside scholarship(s) may result in a revision to your aid eligibility. Please contact the Office of Financial Aid if you have any questions.

# Satisfactory Academic Progress Status

Notifications 0

✓ You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

## SAP Status

Date Reviewed: 06/04/2022

## SAP Details

Evaluation Period:	Ending Spring 2022	✓ Maximum Credits Allowed	180.00
Program:	BS Neuroscience	✓ Credit Hours Attempted	113.00
SAP Status:	✓ Satisfactory	✓ Credit Hours Completed	99.00
<a href="#">What does Satisfactory Academic Progress mean?</a>		✓ Grade Point Average	3.659
		✓ Completion Percentage	87.61%

## Financial Aid Counselor

Office of Student Financial Services

[800-424-8634](tel:800-424-8634)  
[Contact Financial Aid Office](#)

## SAP History

Evaluation Period	SAP Status
Ending 2018/SU	Satisfactory <a href="#">&gt;</a>
Ending 2018/SP	Satisfactory <a href="#">&gt;</a>

# Scholarship Renewal & Registration

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- **SAP:** The renewal of all UE scholarships and financial aid requires that students maintain Satisfactory Academic Progress (SAP). SAP is reviewed after each semester.
- **Academic Services:** Notifies students of Registration opening.
- **Billing:** Future registration requires that students have a balance below \$500 in the most recent term or be current on a monthly payment plan.

## Quick Fact Check

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- How do students access their Financial Aid Offer Letter?
- What information can students find in Financial Aid Self-Service?
- Students may register for the upcoming semester when what requirements are satisfied?



# Purchasing Books and Supplies


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- Students can reserve books through the UE Bookstore and charge their purchase to their student account (up to \$1,000 per semester).
- Students with a credit as the result of excess financial aid are free to access that credit to make unrestricted bookstore purchases.
- *Students must show a valid UE ID for account charge*

# Refunds

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

 Action Needed [Complete Direct Loan Entrance Counseling](#)

 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.
- To receive refunds via direct deposit, students must enter bank information on WebAdvisor.

# WebAdvisor evansville.edu

The screenshot shows the top navigation bar of the University of Evansville website. The URL in the browser is `evansville.edu/campus/index.cfm`. The navigation menu includes links for [Apply](#), [Visit](#), [Request Info](#), [Deposit](#), [Give](#), [Alumni](#), [Athletics](#), [Campus](#), and [Parents](#). Below this is a secondary menu with [About UE](#), [Academics](#), [Admission](#), [Changemaking](#), [International](#), [Student Life](#), and [Affordability & Aid](#). A large orange arrow points to the [Affordability & Aid](#) link. Below the navigation is a banner image with the text "Campus Community". At the bottom of the banner are four buttons: "WebMail" with an envelope icon, "Self-Service", "MyUE University Campus Portal" (circled in orange), and "Bb" with a blackboard icon.

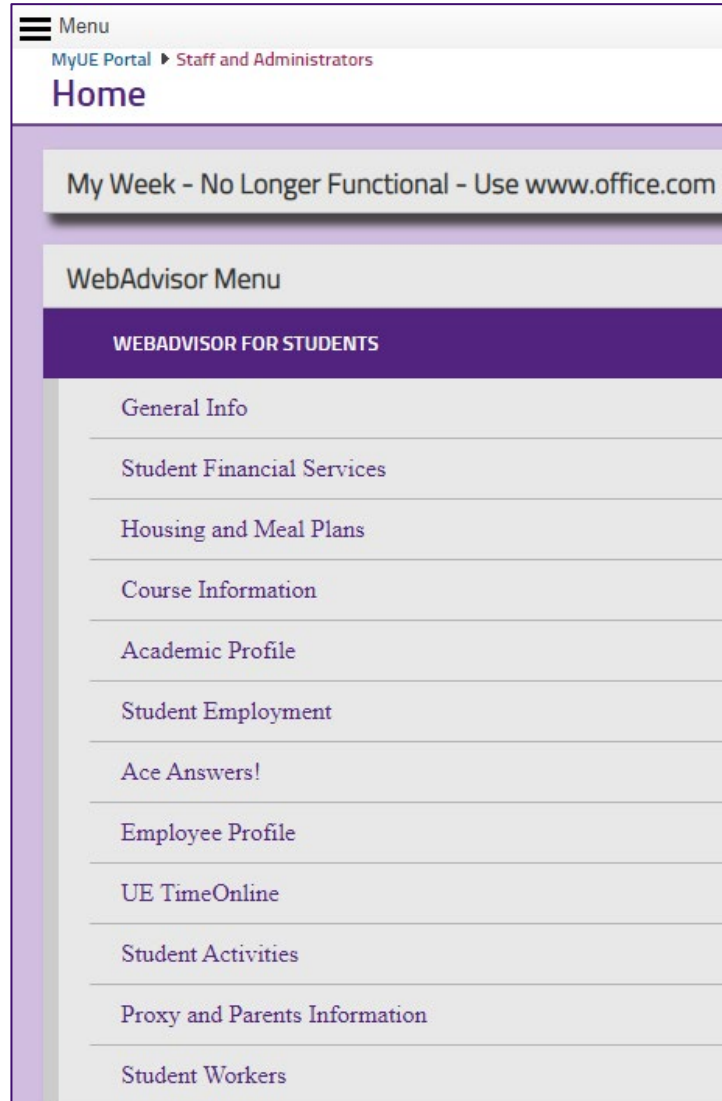
The screenshot shows the "MyUE University of Evansville Campus Portal" interface. The header includes the "MyUE University of Evansville Campus Portal" logo and a "Menu" button. Below the menu is a breadcrumb trail: [MyUE Portal](#) > [Staff and Administrators](#). The main heading is "Home". A grey banner reads "My Week - No Longer Functional - Use [www.office.com](http://www.office.com)". Below this is a "WebAdvisor Menu" dropdown menu. An orange arrow points to the first item in the list: "WEBADVISOR FOR STUDENTS". The other items in the list are "WEBADVISOR FOR EMPLOYEES", "WEBADVISOR FOR ADMIN USERS", and "WEBADVISOR FOR PARENTS".

- > WEBADVISOR FOR STUDENTS
- > WEBADVISOR FOR EMPLOYEES
- > WEBADVISOR FOR ADMIN USERS
- > WEBADVISOR FOR PARENTS

# WebAdvisor for Students

From the **Students'** menu,  
access various options including:

- Student Financial Services
- Student Employment
- Proxy and Parent Information

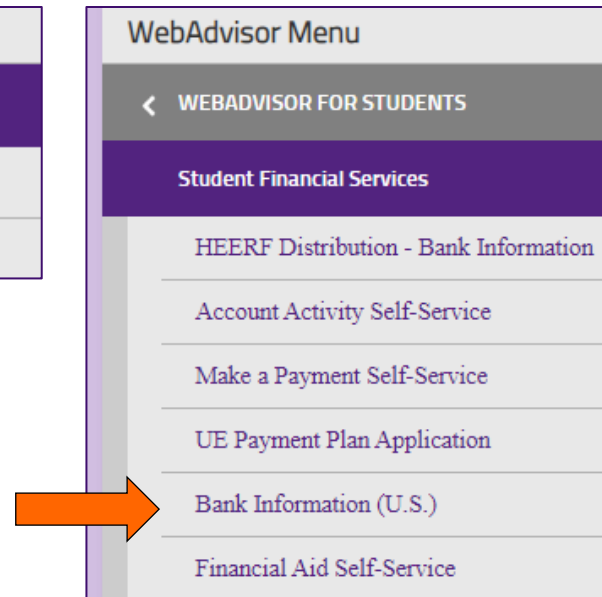
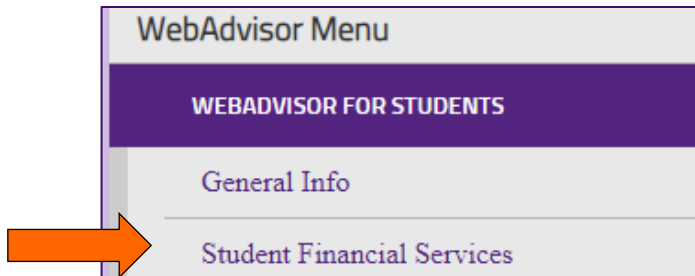


The screenshot shows the WebAdvisor interface. At the top, there is a 'Menu' icon and the text 'MyUE Portal ▸ Staff and Administrators'. Below this is the 'Home' link. A notification banner reads 'My Week - No Longer Functional - Use www.office.com'. The main section is titled 'WebAdvisor Menu' and features a dark purple header for 'WEBADVISOR FOR STUDENTS'. Below this header is a list of menu items: General Info, Student Financial Services, Housing and Meal Plans, Course Information, Academic Profile, Student Employment, Ace Answers!, Employee Profile, UE TimeOnline, Student Activities, Proxy and Parents Information, and Student Workers.

WEBADVISOR FOR STUDENTS
General Info
Student Financial Services
Housing and Meal Plans
Course Information
Academic Profile
Student Employment
Ace Answers!
Employee Profile
UE TimeOnline
Student Activities
Proxy and Parents Information
Student Workers

# WebAdvisor: Bank Information

To enter Bank Information for refund processing:  
From the Students' menu, select SFS.  
Select Bank Information.



# WebAdvisor: Bank Information

Bank Information (U.S.) x

Help

As of 1/25/21, Bank Information is required for HEERF distribution.

[How do I find the routing number and bank account number?](#)

Below is your current bank account information. Change or add information here. Please fill in all fields.

Default Address	Routing Number	Bank Account Number
-----------------	----------------	---------------------

123 Walnut St. Evansville, IN 47714	1234567890	****123
-------------------------------------	------------	---------

Routing Number

Re-Enter Routing Number

Bank Account Number

Re-Enter Bank Account Number

Account Type

Effective Date

Confirmation E-Mail Address

### Terms and Conditions

I certify the information provided on this form is correct and that I am an authorized signer of the account provided for direct deposit transactions and am entitled to provide this authorization. I hereby authorize the University of Evansville to initiate electronic credit entries, and if necessary, debit entries or adjustments to correct any deposit errors to the checking or savings account at the financial institution listed above and I authorize the Depository Financial Institution to accept these entries. These authorizations are to become effective as soon as possible, and remain in full force until the University of Evansville has received written change or cancellation notification in such time and in such manner to afford the University of Evansville a reasonable opportunity to act upon the change or cancellation.

I Agree



SUBMIT



## Quick Fact Check

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- What do students need to provide when charging books to their UE student account?
- When is the credit on a student's account refunded?
- Where do students enter bank information for direct deposit of the student account credit?

## Self-Service Proxy Access

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- Parents or others who have been granted access are assigned their own unique username and password and receive email reminders when semester statements are available for viewing.
- Students who choose not to grant Proxy access are responsible for providing copies of their electronic billing statements to parents.

# Grant Proxy Access

The image shows a screenshot of the MyUE Portal interface. At the top left, there is a 'Menu' icon (three horizontal lines) and the text 'Menu'. Below this, it says 'MyUE Portal' followed by a right-pointing arrow and 'Staff and Administrators'. The main heading is 'Home'. A grey box contains the text 'My Week - No Longer Functional - Use www.office.com'. Below that is a 'WebAdvisor Menu' section. A dark purple bar highlights 'WEBADVISOR FOR STUDENTS'. A list of menu items follows: General Info, Student Financial Services, Housing and Meal Plans, Course Information, Academic Profile, Student Employment, Ace Answers!, Employee Profile, UE TimeOnline, Student Activities, Proxy and Parents Information, and Student Workers. A large orange arrow points to the 'Proxy and Parents Information' item.

Menu
MyUE Portal ▶ Staff and Administrators
Home
My Week - No Longer Functional - Use www.office.com
WebAdvisor Menu
<b>WEBADVISOR FOR STUDENTS</b>
General Info
Student Financial Services
Housing and Meal Plans
Course Information
Academic Profile
Student Employment
Ace Answers!
Employee Profile
UE TimeOnline
Student Activities
<b>Proxy and Parents Information</b>
Student Workers

# My Proxy Users & Select a Proxy (from list)

WEBADVISOR FOR STUDENTS

Proxy and Parents Information

My Proxy Users

My Proxy Users

To add someone to act as a proxy on your behalf, click **ADD NEW** and enter all the required information. Once this information has been verified, you will receive an email and the new user will be available as a proxy within Self-Service.

**NOTE: Once an individual has been added, it may take up to 72 hours for the data to be verified and the user is available in Self-Service.**

Name	Email	Status
Joe Smith		Available for Proxy
Jane Smith		Available for Proxy
John Smith		Available for Proxy
Jean Smith		Available for Proxy

**Add New Proxy**  
[ADD NEW](#)

SUBMIT

Enter Proxy Information

Go back Help

\* = Required

First Name\*      Last Name\*

Email Address\*

Confirm Email Address\*

Birth Date\*      Home Phone Number\*      Relation Type\*

MM/DD/YYYY      Parent

# Add A Proxy

### Add a Proxy

Select a Proxy

Joe Smith

Email Address: joesmith@yahoo.com      Relationship: Father

Access

Allow Complete Access

Allow Select Access

<input type="checkbox"/> Student Finance ⓘ	<input type="checkbox"/> Financial Aid ⓘ
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Offer Letter
<input type="checkbox"/> Make a Payment	<input type="checkbox"/> Financial Aid Home
	<input type="checkbox"/> Request a New Loan
	<input type="checkbox"/> My Awards
	<input type="checkbox"/> FA Required Documents
	<input type="checkbox"/> Satisfactory Academic Progress
<input type="checkbox"/> General ⓘ	<input type="checkbox"/> Tax Information ⓘ
<input type="checkbox"/> Notifications	<input type="checkbox"/> Tax Information

**Disclosure Agreement**

Understanding my privacy rights under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), I consent to grant access to the person listed above.

I authorize the institution to disclose my information to this party

# Proxy Self-Service Sign In

## <https://selfservice.evansville.edu>



The screenshot shows the sign-in interface for the University of Evansville's proxy self-service. At the top left, there is a small logo and the text "UNIVERSITY OF EVANSVILLE". Below this, the heading "Sign in" is displayed. A central instruction reads "Enter your user name and password to sign in." Below the instruction is a light gray input area containing three elements: a text box labeled "UserName" with a user icon, a text box labeled "Password" with a lock icon, and a green "Sign in" button. At the bottom of the page, there is a footer containing the University of Evansville logo, the copyright notice "© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved.", and a link to the "Privacy" policy.

UNIVERSITY OF EVANSVILLE

### Sign in

Enter your user name and password to sign in.


UNIVERSITY OF EVANSVILLE © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)





# Selecting Your Student

**Person Proxy**

Welcome to Colleague Self-Service! Select a user:

 Proxyuser Name You

 Student1 Name

 Student2 Name

Click on the student to view the student's information. Do not click on yourself - the information is all in the student's name.

After selecting the student, click "Continue"

# Proxy View – Student Record

The screenshot displays the 'Colleague Self-Service' interface. At the top, a green header bar contains the text 'JoAnn acting on behalf of Lindsey' and a 'Change User' button, with an orange arrow pointing to the button. Below the header, a grey bar displays a welcome message: 'Hello, Lindsey. Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' Two main service tiles are visible: 'Student Finance' (with a dollar sign icon) and 'Financial Aid' (with a dollar sign icon). Orange arrows point to the 'Change User' button, the 'Student Finance' tile, and the 'Financial Aid' tile. The footer contains the University of Evansville logo and copyright information: '© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

## Quick Fact Check


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- With whom may our office share student account information?
- How is granting Proxy Access initiated?
- Can Proxy Access be changed?



# Summary By Term





[Change User](#)


Term

 [View Statement](#)

**STUDENT VIEW ONLY**

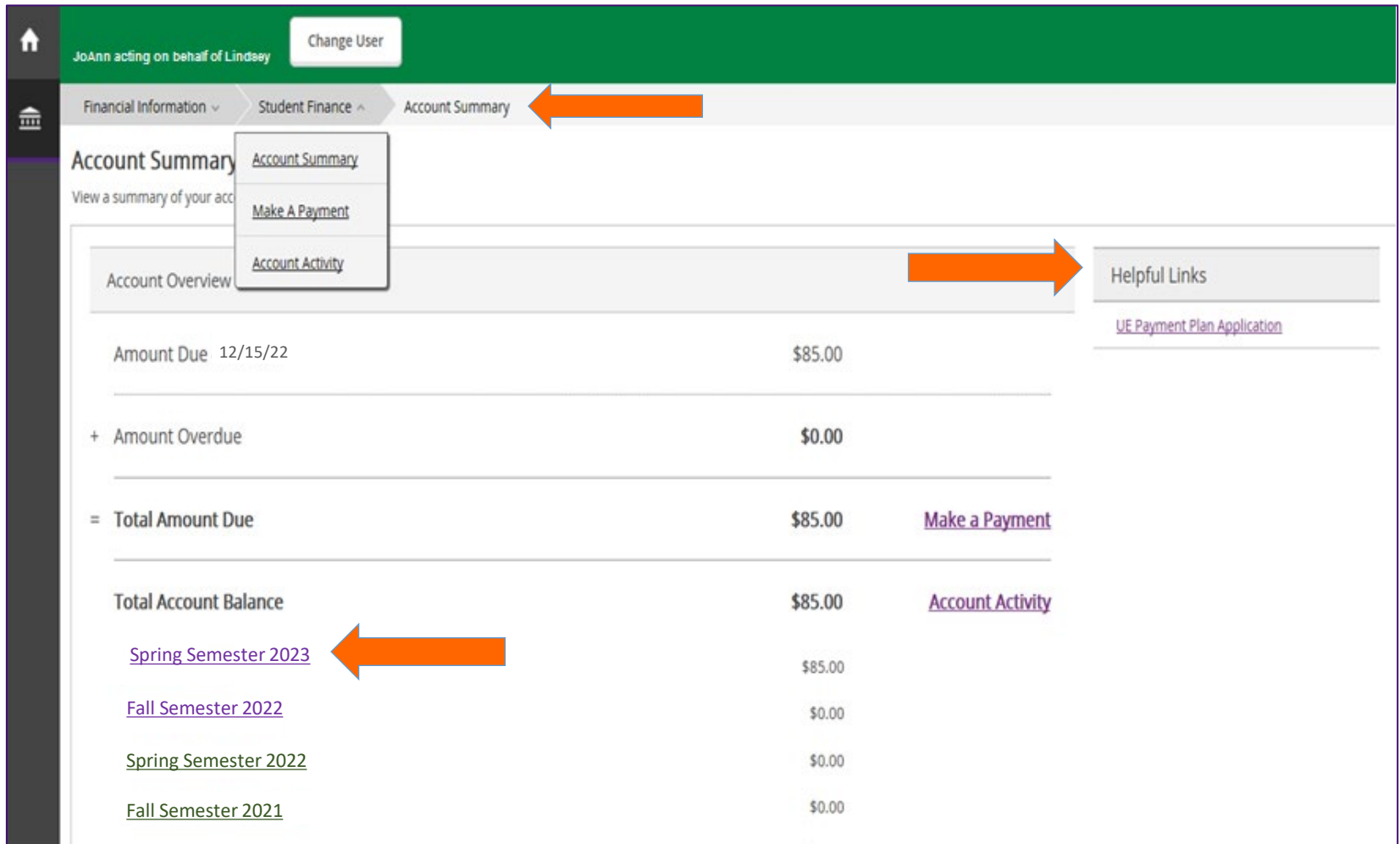
 

 Charges \$17,325.94 -  Financial Aid \$19,666.00 +  Refunds \$2,340.06 =  Balance \$0.00



Charges	\$17,325.94
Financial Aid	\$19,666.00
Refunds	\$2,340.06
<b>Balance</b>	<b>\$0.00</b>

# Account Summary



The screenshot shows the 'Account Summary' page in a web application. At the top, there is a green header with a home icon, the user name 'JoAnn acting on behalf of Lindsey', and a 'Change User' button. Below this is a navigation breadcrumb: 'Financial Information > Student Finance > Account Summary', with an orange arrow pointing to 'Account Summary'. A dropdown menu is open under 'Account Summary', showing options: 'Account Summary', 'Make A Payment', and 'Account Activity'. Below the navigation, there are three tabs: 'Account Overview', 'Helpful Links', and 'UE Payment Plan Application'. An orange arrow points to the 'Helpful Links' tab. The main content area displays a table of account balances:

Amount Due 12/15/22	\$85.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	\$85.00	<a href="#">Make a Payment</a>
Total Account Balance	\$85.00	<a href="#">Account Activity</a>
<a href="#">Spring Semester 2023</a>	\$85.00	
<a href="#">Fall Semester 2022</a>	\$0.00	
<a href="#">Spring Semester 2022</a>	\$0.00	
<a href="#">Fall Semester 2021</a>	\$0.00	

An orange arrow points to the 'Spring Semester 2023' link in the table. Another orange arrow points to the 'Account Summary' link in the dropdown menu.

# Charges You Should See

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- Full-time Tuition and Fees
- On-Campus Students:
  - Housing and Meal Plan Charges
- Orientation Fee
- Other possible charges (depending on actual registration):
  - Course fees (Art, Biology Lab, etc.)
  - Applied Music fee
  - Distance Learning Fee for online courses



# Credits And Payments You Should See

- Admission deposit (less housing deposit)
- Pending UE, Federal, and State gift aid
- Pending PLUS or Direct Loans that have been accepted and for which the MPN and Entrance Counseling is complete
- Pending Private Loans that have been certified
- Outside scholarships that have been received in the Office of Student Financial Services

## Credits You Will Not See

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- Work-Study: Earnings will be processed through regular bi-weekly payroll after student has been hired. Students can choose to have earnings applied as payment on their student account or as a direct deposit in a personal bank account (or combination).
- Miscellaneous outside scholarships not yet received in the Office of Student Financial Services or those given directly to the student.

# Billing Email Reminders (Student And Proxy)

Dear Ace,

Your most recent University of Evansville billing statement is available through Student Finance Self-Service.

**Students:** To view the most current account information, access *Student Finance Self-Service* through the [MyUE](#) portal.

**Parents and other Proxy:** To view the most current account information, access Self-Service. Enter your unique Proxy username and password, choose the accountholder's (**student**) name and select Student Financial/Account Activity.

If expected financial aid is missing from the statement, please view the Financial Aid Self-Service Checklist to determine if additional steps are required to finalize aid.

Specific questions may be directed to the following areas:

- Student Financial Services: 812-488-2364
- Cashier/Make a Payment: 812-488-2565
- Residence Life: 812-488-2956
- Academic Services: 812-488-2601

Paper statements are not mailed to the home address. If a student chooses to share a billing statement with anyone not granted Proxy access, the statement may be printed or emailed from Student Finance Self-Service.

**File your FAFSA at [fafsa.gov](https://fafsa.gov) for maximum financial aid eligibility!**

# Payment Methods

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## Payment Methods include:

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

# Payment Options

- **One-Payment (per semester):**

- **Fall semester:** balance is due in full by August 15
- **Spring semester:** balance is due in full by December 15

- **Two-Payments (per semester):**

This option allows you to make a minimum payment of at least one-half of the semester's balance by the term due date.

- **Fall semester:**
  - 50% of term balance due prior to the start of classes
  - Remaining balance due by September 15\*
- **Spring semester:**
  - 50% of term balance due by December 15
  - Remaining balance due by January 15\*

\*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 Monthly Payment Plan

[www.evansville.edu/payments](http://www.evansville.edu/payments)

- Online Payment Plan Application
- Payments are calculated on the total semester charges minus finalized financial aid
- Remaining spring balance is divided by the number of monthly payments you choose: 4-month plan beginning in January.
- No monthly finance charges
- Payment Plan Fee:
  - ACH - automatic withdrawal from checking or savings on the 15<sup>th</sup> of the month \$40 (semester)/\$80 (annual)
  - Non-ACH - due on the 15<sup>th</sup> of the month; in person, by mail, or online through Self-Service: \$50 (semester)/\$100 (annual)
    - 5 grace days – payments received after the 20<sup>th</sup> day of the month will be assessed a late payment fee of \$18.00

# UE Payment Plan Application and Cost Calculator

[www.evansville.edu/payments](http://www.evansville.edu/payments)

## Cost Calculators and UE Payment Plan Application

### Cost Calculators

2022-2023

2023-2024

Direct Costs	Fall 2022	Spring 2023	Annual
Enrollment	None <input type="button" value="v"/>	None <input type="button" value="v"/>	
Tuition	0	0	0
Full-time Fees	0	0	0
Part-time Fees	0	0	0

Print this page

Show/Hide Payment Plan Application

# Payment Plan Adjustments and Notifications

- Plan re-budgeted monthly (or anytime by request)
  - Common adjustments:
    - **Credits** - outside scholarships received by the school, or work-study earnings applied directly to the student account
    - **Charges** – books and supplies, Applied Music fees, lab fees or fraternity dues
- Payment adjustment notification: Account holder is notified by email when monthly payment is updated.



# MAKE A PAYMENT

JoAnn acting on behalf of Lindsay Change User

Financial Information Student Finance Make A Payment

## Make a Payment

Select the items that you would like to pay and Choose a Payment Method below

Collapse All

Total Payment : \$85.00

**Choose a Payment Method**  
 American Express Payment  
 Discover Payment  
 Electronic Check Payment  
 MasterCard Payment  
 Visa Payment


Proceed to Payment

**SELECT PAY METHOD HERE** Please Note: Amounts Due may include credit amounts.

^ Spring 2023 \$85.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WEB	12/15/2022	\$85.00	\$ <input style="width: 50px;" type="text" value="85.00"/>
Total Amount Due					\$85.00

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# PAYMENT REVIEW

JoAnn acting on behalf of Lindsey [Change User](#)

Financial Information > Student Finance > Make A Payment

## Payment Review

Review your Payment Information below

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Student Receivables	\$85.00
CC Service Fee	\$2.13
<b>Total Payment Amount</b>	<b>\$87.13</b>

Payment Method: MasterCard Payment

[Pay Now](#)

## Quick Fact Check

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- What credits will you see on the billing statement?
- What credits will you not see on the billing statement?
- What are some of the payment methods/options for the remaining balance?
- Where is the UE Payment Plan Application accessed?
- When is the Payment Plan adjusted?



**QUESTIONS?**