



Student Financial Services
PA Spring 2023

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 8-5
- Cashier Hours: Monday – Friday 8-4
- Email: 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

- Once you are registered, our office can only discuss account information with you or those to whom you grant **Proxy** access.
- Financial aid communications are sent to your UE email address.
- Account Activity notification emails will be sent to you and your Proxy users.
- Self-Service:
 - 24/7 online access to student account information
 - View semester statements
 - Make online payments

Self-Service Proxy Access

- Parents or others to whom you have granted access are assigned their own unique username and password and receive email reminders when semester statements are available for viewing.
- If no Proxy access is granted, students may provide copies of their electronic billing statements from Self-Service.

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'. Below the heading, there is a grey box with the text 'My Week - No Longer Functional - Use www.office.com'. Underneath that is a 'WebAdvisor Menu' section. A dark purple bar highlights the text 'WEBADVISOR FOR STUDENTS'. Below this bar is a list of menu items, each on a separate line with a horizontal line separator below it: '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 from the bottom left towards the 'Proxy and Parents Information' menu item.

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

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

Daily Work · **Financial Aid Counseling** · Financial Aid Home (Admin)

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

3 Academic Year

Your Financial Aid Package is now ready!
Your financial aid award package is now ready for your review and acceptance.
[Review and accept your Financial Aid Award Package](#)

Checklist

✓ Completed	Complete required documents
✓ Completed	Your application is being reviewed by the Financial Aid Office
⚠ Action Needed	Review and accept your Financial Aid Award Package
⚠ Action Needed	Complete Direct Loan Entrance Counseling
⚠ Action Needed	Sign a Direct Loan Master Promissory Note
⚠ Action Needed	Review and sign your Financial Aid Offer Letter

Resources

Helpful Links

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

My Awards- Accept/Decline/Decrease Loan

Notifications 0

Select an Award Year: 2022/2023 Academic Year

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 will be less.

[View Disbursement Info](#)

100% Loans **\$20,500.00**
Money you have to pay back

Award	Status	Total Awarded Amount
Unsubsidized Loans v Accept or Decline	Pending	\$20,500.00
Award Total		
Award		Total Awarded Amount
Total Awards v Accept or Decline All		\$20,500.00


Loan Requirements Checklist



Self-Service Offer Letter

Select an Award Year: 2022/2023 Academic Year ▼

[Contact Financial Aid Office](#)

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

2022/2023 Academic Year

\$20,500.00

[Offer Letter](#)

UNIVERSITY OF EVANSVILLE

Ace Purple
1800 Lincoln Avenue
Evansville, IN 47722

Date: 10/20/2022
Student ID: - - - - -
Award Year: 2022/2023 Academic Year

Dear Ace,

We are pleased to provide your Financial Aid Offer based on the most recent FAFSA information received, and the housing and enrollment statuses shown below. Changes to these statuses may result in a revision to your financial aid eligibility. While an estimate of your direct cost is provided, an individualized billing statement will be available to registered students through Self-Service in July. Details regarding financial aid offered can be found in the UE Financial Aid Guide available on our website under Policies.

Housing Status: Spring: Off Campus..... Summer: Off Campus

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

Awards

Award Type	Total Aid	Spring
Student Loans		
Federal Direct Unsubsidized Loan	\$20,500.00	\$20,500.00
Total	\$20,500.00	\$20,500.00

Your 2022-23 UE Estimated Direct Costs for fall and spring semesters include: full-time undergraduate tuition of \$40,100, student activity and services fees of \$1,236 and average housing and meal plan of \$13,840 totaling \$55,176.

The standard Cost of Attendance (COA) for a student living on campus is \$23,010. The COA is an estimate of the directly-billed charges listed above plus allowances for indirect costs: \$1,200 for books, \$870 for transportation, and \$1,200 for miscellaneous expenses. Music majors have an additional \$1,800 for applied music fees. Your financial aid is based on this COA and your EFC of 39,170 as determined by the FAFSA.

Purchasing Books and Supplies

- The business day following course registration, 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 loan funds may access that credit to make unrestricted bookstore purchases.
- Students must present a valid UE ID for account charge/textbook pickup
- <https://www.evansville.edu/offices/bookstore/index.cfm>

Refunds

- 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 loan funds will be processed automatically during the first 14 days of each semester.
- To receive refunds via direct deposit, enter bank information on **WebAdvisor**

WebAdvisor evansville.edu

evansville.edu/campus/index.cfm

University of Evansville

Apply Visit Request Info Deposit Give Alumni Athletics Campus Parents

About UE Academics Admission Changemaking International Student Life Affordability & Aid

Campus Community

WebMail Self-Service MyUE University Campus Portal Bb

MyUE University of Evansville Campus Portal

Menu

MyUE Portal Staff and Administrators

Home

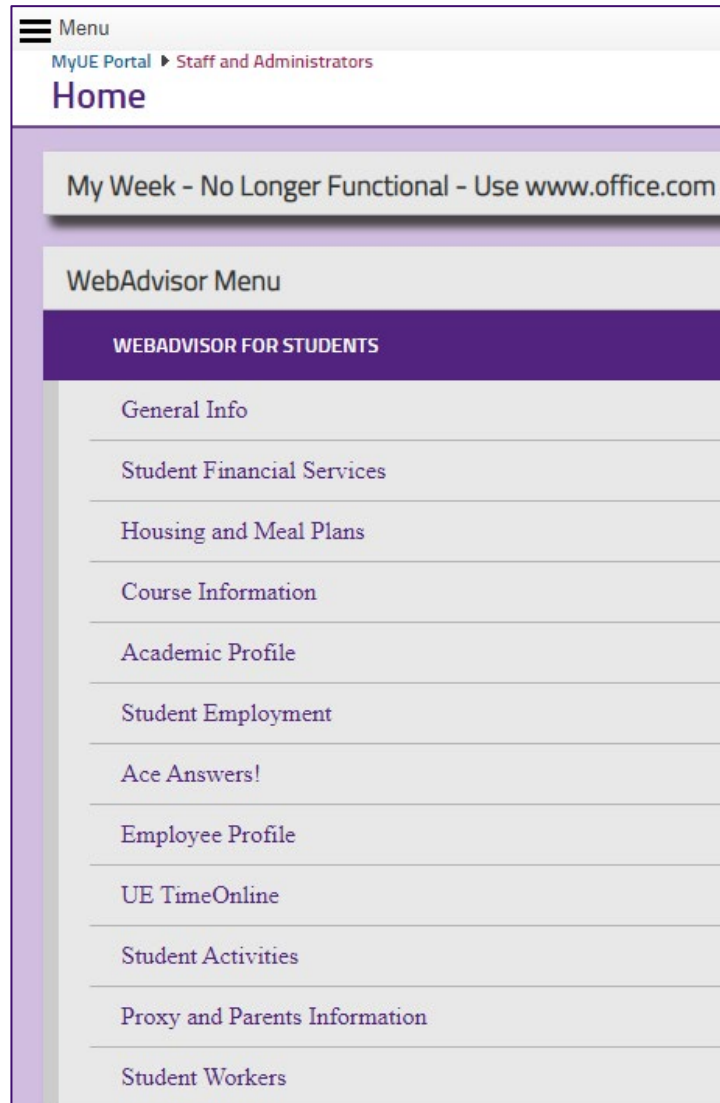
My Week - No Longer Functional - Use www.office.com

WebAdvisor Menu

- > 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
-Proxy and Parent Information

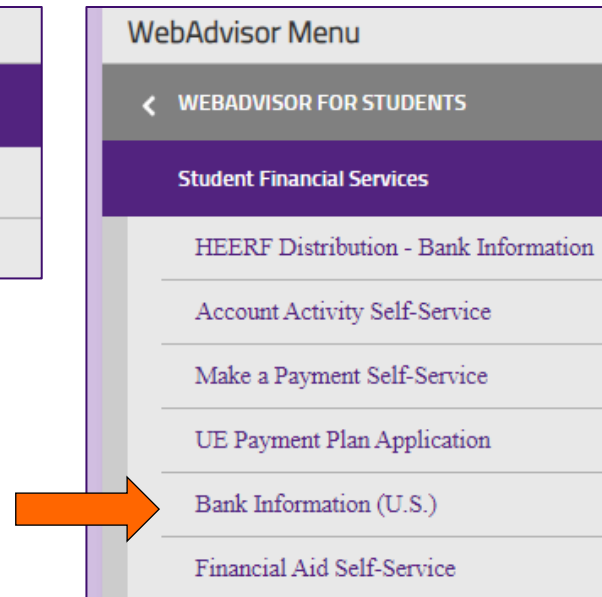
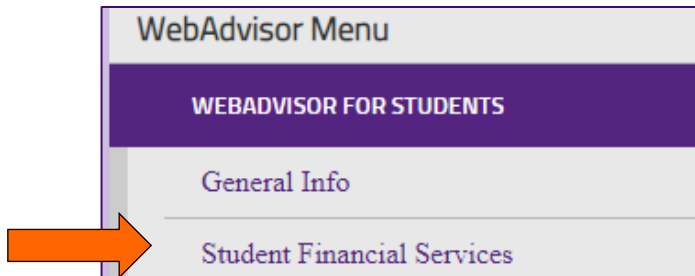


The screenshot shows the WebAdvisor interface for students. At the top, there is a 'Menu' icon and the text 'MyUE Portal ▸ Staff and Administrators'. Below this is the 'Home' link. A notification banner reads 'My Week - No Longer Functional - Use www.office.com'. The main section is titled 'WebAdvisor Menu' and features a 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.

- Menu
- MyUE Portal ▸ Staff and Administrators
- Home
- My Week - No Longer Functional - Use www.office.com
- WebAdvisor Menu
- 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.







Summary By Term


[Change User](#)

Term

[View Statement](#) [Email Statement](#)

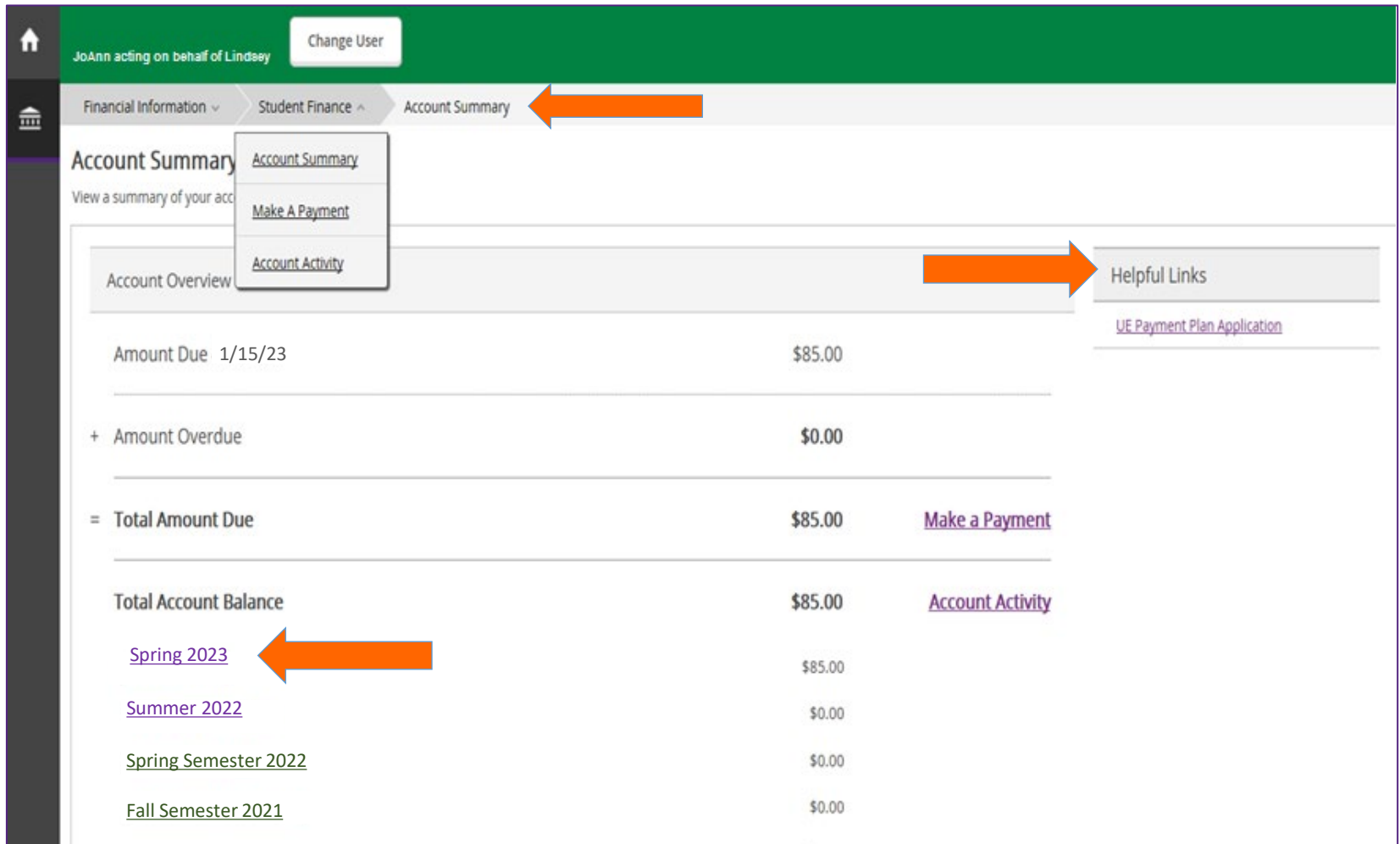
STUDENT VIEW ONLY

 Charges \$15,198 -  Financial Aid \$20,283 +  Refunds \$6,085 =  Balance \$0.00

[Expand All](#) 

Charges	\$15,198
Financial Aid	\$20,283
Refunds	\$6,085
Balance	\$0.00

Account Summary



The screenshot shows the 'Account Summary' page in a web application. At the top, a green header bar contains 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', listing 'Account Summary', 'Make A Payment', and 'Account Activity'. Below the menu, there are buttons for 'Account Overview' and 'Helpful Links', with an orange arrow pointing to 'Helpful Links'. The 'Helpful Links' section contains a link for 'UE Payment Plan Application'. The main content area displays a table of account balances:

Amount Due 1/15/23	\$85.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	\$85.00	Make a Payment
Total Account Balance	\$85.00	Account Activity
Spring 2023	\$85.00	
Summer 2022	\$0.00	
Spring Semester 2022	\$0.00	
Fall Semester 2021	\$0.00	

Orange arrows highlight the 'Account Summary' breadcrumb, the 'Account Summary' dropdown item, the 'Helpful Links' button, and the 'Spring 2023' link.

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 for maximum financial aid eligibility!

Payment Methods

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

<https://www.evansville.edu/student-financial-services/cost-calculator-master-of-physician-assistant-science.cfm>

- Online Payment Plan Application
- Payments are calculated on the total semester charges
- 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 15th of the month \$40 (semester)/\$80 (annual)
 - Non-ACH - due on the 15th of the month; in person, by mail, or online through Self-Service: \$50 (semester)/\$100 (annual)
 - 5 grace days – payments received after the 20th day of the month will be assessed a late payment fee of \$18.00

UE Payment Plan Application and Cost Calculator

<https://www.evansville.edu/student-financial-services/cost-calculator-master-of-physician-assistant-science.cfm>

Master of Physician Assistant Science Estimated Cost Calculator and Payment Plan Application

Cohort / Start Term

Spring 2023

Direct Costs	Fall	Spring	Summer	Annual
Tuition	0	14580	14580	29160
Fees	0	618	90	708
Course Fees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Total Estimated Direct Cost	0	15198	14670	29868

* Summer fees for the Spring 2023 cohort are estimated based on 2021-2022 rates and are subject to change.

Print this page

Show/Hide Payment Plan Application

Payment Plan Adjustments and Notifications

- Plan re-budgeted monthly (or by request)
 - Common adjustments:
 - **Credits** - outside scholarships received by the school
 - **Charges** – books and supplies
- Payment adjustment notification: Account holder is notified by email when monthly payment is updated.

Spring 2023

If using federal loans for spring:

- Requires submission of the **2022-23** FAFSA.
- Unsubsidized loan annual eligibility of \$20,500 available
 - First spring semester: The full annual amount available.
 - When enrolled during fall and spring: Annual amount must be split evenly per fall and spring as \$10,250/semester.
 - Trailing summer terms: The Federal Grad PLUS Loan is available.
- Federal Grad PLUS Loan (or private student loan) may be applied for up to full cost of attendance budget (COA).
- Complete Entrance Counseling and MPN through *studentaid.gov* for unsubsidized loan and Grad PLUS Loan.

Summer 2023

- The **2022-23** FAFSA governs summer 2023.

- Summer loans are processed separately from fall/spring.
 - Summer COA is different than spring due to the # of weeks of enrollment.
 - Will begin processing loans for summer in late-March/early-April.
 - Return Summer Aid Application to SFS after spring break.

- If the unsubsidized loan annual amount of \$20,500 is used during the prior term(s), may use Grad PLUS Loan up to full summer COA.
 - If the total annual unsubsidized loan amount was not used, the remaining amount will be offered for summer. The Grad PLUS Loan can also be utilized up to full summer COA.

2023-24

If you will use federal loans:

- Submit the 2023-24 FAFSA.

- Unsubsidized loan for fall/spring 2023-24 will be offered in mid-June as \$10,250 per semester (fall/spring).

- Federal Grad PLUS Loan or private student loan may be applied for up to full academic year COA.

Previously borrowed federal loans

- If you have previously borrowed federal loans, graduate-level loans should be placed with the same servicer that is currently managing your loans.
- Previously borrowed loans should be placed in in-school deferment once our Registrar's Office reports enrollment at the beginning of each semester.
- If the 6-month grace period has already elapsed, you will not receive another grace period.
- For information related to COVID-19 Emergency Relief, please see <https://studentaid.gov/announcements-events/coronavirus>. Please contact your federal loan servicer and/or private loan lender with questions.

Cost of Attendance (COA)

Each school must determine a cost of attendance for each of its programs.

- The COA is the maximum total of all forms of financial aid (including educational loans) that may be used during a given period of enrollment (spring semester, fall/spring academic year or a summer term).
- The COA budget components include:
 - Tuition and fees as charged by the school and/or program
 - **Standard** allowances for books, supplies, and living expenses such as rent, food, utilities, transportation, and miscellaneous personal expenses.

Note: COA components are associated to only the student, not to the student's family.

Cost of Attendance (COA)

The COA is associated to a given period of enrollment.

The fall/spring academic year is comprised of an enrollment period of 9 months total:

- Fall semester:
 - 4 ½ months of enrollment (half of August through December)
- Spring semester:
 - 4 ½ months of enrollment (January through half of May)

The summer term is comprised of 3 months total:

- 3 months of enrollment (half of May, June, July, and half of August)

Cost of Attendance (COA)

In some cases, a student may incur allowable expenses that exceed the amounts included or are not already included in the standard budget.

A school's financial aid office may allow students to request a Cost of Attendance Budget Adjustment Review based on their documented actual expenses.

COA budget increases are considered on a case-by-case basis and are subject to federal, state, and institutional regulations.

If a student's COA budget is increased, such an adjustment would result in additional loan eligibility, either in the form of Federal Graduate PLUS Loan or private student loan funds.

To request a cost of attendance budget adjustment review, please contact the Office of Student Financial Services.

Cost of Attendance (COA)

Examples of allowable reviewable expenses per Federal Student Aid:

- Housing, utilities (electric, water, sewer, trash, internet), student's cell phone
- Licensed day care (may not include private school tuition)
- Auto insurance monthly premium for student's primary vehicle
- Auto repair costs other than routine maintenance (up to \$2,500)
- Computer purchase (limited to one time only)
- Lodging/transportation expenses for required professional meeting (up to \$500) or for required clinical rotations
- Other allowable costs that are determined by Student Financial Services to be directly related to a student's education

Note: The Office of Student Financial Services may limit the amount of a student's increase for any reason and must decline an increase if it is determined that the cost was not incurred during the current period of enrollment or if it is not an allowable education-related expense.

Cost of Attendance (COA)

Examples of unallowable expenses per Federal Student Aid :

- Auto purchase or car loan payments
- Credit card or other consumer debt payments
- Supplementation of the student's or spouse's former income
- Moving expenses and security deposits
- Home repair/maintenance costs
- Books/supplies that the department does not require students to purchase
- Costs incurred outside of the current enrollment period
- Child support and other dependent care expenses (other than day care/childcare)
- Legal fees, bail, traffic tickets, parking tickets, or fines
- Veterinary or pet care costs
- Lifestyle items such as cable channels, food costs in excess of the standard allowance* or other similar costs unless required for a specific education-related reason

*General credit card statements/store receipts are not sufficient to document grocery expenditures as they do not sufficiently detail grocery-specific purchases for the student only. COA includes a meals component of \$500 per month for the student (\$2,250 per semester/\$1,500 for summer).



QUESTIONS?



Office of Student Financial Services

Amy Sowders

1800 Lincoln Avenue
Evansville, Indiana 47722

Phone: 812-488-2149

Zoom Meeting ID: 303 300 0627

Fax: 844-433-7153

as560@evansville.edu