

Fall 2016
IMPORTANT BILL PAYER INFORMATION

BILLS ARE DUE July 31st.

Eastern accepts payments via on-line (credit/debit card and ACH), and mail-in checks (personal, money order, and cashier's checks). Cash and checks are also accepted at the Bursar's Office. On-line credit card payments will be assessed a 2.5% convenience fee. Make checks payable to Eastern Connecticut State University (ECSU is acceptable). You may use the drop box on the Bursar door for after-hour payments. Please include student ID and name on check. **Personal checks may be scanned and turned into electronic payments.** Checks returned as uncollectible will be assessed a \$20 fee. Eastern charges a \$50 late fee for unpaid bills after the start of the semester. A "Financial Hold" is also placed on unpaid accounts after the 3rd week of classes. This hold prevents the students from viewing grades and/or registering for further classes.

THE EASTERN PAYMENT PLAN

Eastern is pleased to offer a new way to pay your bill in installments. The Eastern Payment Plan is a fast and inexpensive service you can use to pay your fall 2016 bill in up to 5 installments. You pay only what you owe. Your plan will automatically change if you add additional charges (such as a meal plan) or you receive additional financial aid. You do not have to worry about overpaying your account or becoming delinquent because you have under-budgeted. Click on the Eastern Payment Plan button to enroll. The first installment is due July 1st. The deadline to apply is September 30th.

You must re-enroll for the spring payment plan.

FERPA: Family Educational Rights and Privacy Act

In compliance with the federal Family Educational Rights and Privacy Act of 1974, the University is prohibited from providing information, such as grades, billing, tuition and fee assessments, financial aid, and information from your student's records to a third party. Your student may grant the University permission to release information to a named third party by adding them as a **FERPA Privacy Waiver Designee**. To add a FERPA privacy waiver designee go to:

www.easternct.edu

Choose Current Students

Click on eWeb under picture stream

Login with the student ID and PIN

Choose Personal Information tab

Choose View/Update FERPA Privacy Waiver Designee(s) and follow the instructions given

MAKE SURE YOUR STUDENT DESIGNATES YOU AS AN AUTHORIZED USER

Since Eastern generates our tuition billing through electronic email notices, it is important for parents to receive ebills, as well as the students. For parents to receive e-mail notices, the student must designate the parent as an “Authorized User”. “Authorized Users” also have access to the student billing screen and will have the ability to make on-line payments.

IF YOUR STUDENT DOES NOT NEED THE UNIVERSITY PROVIDED HEALTH INSURANCE THE CHARGE MUST BE WAIVED ON-LINE

While health insurance is a mandatory charge, students can waive the charge on-line by providing their current insurance policy information. This must be done at the start of each academic year. Once the insurance information is provided and the charge is waived in the fall, it will automatically waive again for the spring semester. To waive the sickness insurance charge:

www.easternct.edu

Choose Current Students

Click on eWeb under picture stream

Login with the student ID and PIN

Choose Student Services then Student Account

Click on Student Insurance Waiver option and enter the requested information

Submit (***do not hit back button or you will lose your information***)

The waiver will post within 24 hours. Please view your account to verify that the waiver has posted. The deadline to waive the insurance is **October 15th**. **After this deadline a \$65 late processing fee will be added. Requests for waivers will not be accepted after the last day of the semester.**

WE MAKE EVERY EFFORT TO ACCOUNT FOR YOUR FINANCIAL AID

Financial aid is not disbursed until the week before classes start. Therefore, your aid appears as a conditional credit on your bill as either a “Memo Item” or an “Authorized Item”. If you have applied for financial aid and it does not appear on your bill, contact the Financial Aid Office immediately to make sure your financial aid application is in order.

IT'S OUR GOAL TO ISSUE REFUNDS AS SOON AS POSSIBLE

The Bursar's Office issues more than \$8 million in refunds annually to students. Most refunds are generated from financial aid and are intended to cover expenses such as books and off-campus housing. The first disbursement of financial aid begins the week before classes start and we make every effort to have refunds ready for distribution on the first day of class. **Note: The student can have refunds electronically deposited into their checking account. This can be done by going to your Eastern Account and creating a “Payment Profile”.**

IF A STUDENT WITHDRAWS FROM THE UNIVERSITY, BE AWARE OF THE FINANCIAL IMPACT!

If a student is not attending or stops attending Eastern, the student must officially withdraw from the University. If the student is not attending classes and has not formally withdrawn, you may still be responsible for semester charges. Eastern's refund policy can be viewed in the Student Handbook or Course Catalog. If a student withdraws before classes begin, charges will be refunded at 100%. However, if the student withdraws after classes have started, you may be financially responsible for a portion of the charges, including housing and any meal plan usage. **It is important to note - if the bill is covered by financial aid and the student withdraws after classes have started, the student may lose**

all or partial aid due to the Federal Title 4 refund policy. This policy may cause the student to owe a balance to the University. If the student has received a refund prior to withdrawing, the student may have to return funds back to the school, which were received from a financial aid refund. Please meet with an Academic Advisor and/or Financial Aid Counselor to review the impact of withdrawal.

QUESTIONS? CONTACT US AT BURSAR@EASTERNCT.EDU or (860) 465-5255