



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

SPRING 2017 IMPORTANT BILL PAYER INFORMATION

BILLS ARE DUE December 31st.

Eastern accepts payments via on-line credit/debit card, ACH and mail-in check. On-line credit card payments will be assessed a 2.5% convenience 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.

HAVE YOU COMPLETED THE FERPA FORM?

The Bursar’s Office cannot communicate with any person, including parents or guardians, regarding your account without your permission. To grant permission, you must submit a FERPA Form for EACH PERSON. The form can be found on the Registrar's website:

<http://www1.easternct.edu/registrar/>

Select the FERPA menu option displayed on the left.

A separate form must be completed for each person the student wishes to have access to his/her financial information

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 Spring 2017 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 don't have to worry about overpaying your account or become delinquent because you've underbudgeted. Click on the Eastern Payment Plan button. The first installment is due January 1st. The deadline to apply is March 30th, 2017.

FOR PEACE OF MIND, MAKE SURE YOUR STUDENT DESIGNATES YOU AS AN AUTHORIZED USER

As we generate electronic billing notices, it is important for you to receive them as well as your student. Otherwise, your student may forget to let you know when a bill is outstanding. For you to receive e-mail notices, your student must designate you as an “Authorized User”. Not only will you receive these notices, but you will also have access to the student’s account and the ability to make on-line payments.



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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. If the insurance is waived in the Fall, that waiver will carry over to the Spring. **To waive the charge, go to Eastern's homepage at www.easternct.edu and:**

1. Click on Current Students then click on the E-Web menu option on the left side of the page. The Online Services homepage will appear. Click on the Login option.
2. The Login Page will appear. Enter your Eastern ID and PIN number.
3. A menu page will appear. Click on the Student Services option. Another page will appear. Click on the Student Billing option.
4. The Student Billing homepage will appear. Click on the Student Insurance Waiver option.
5. Enter the requested information and click on the Submit button.

DO NOT HIT THE BACK BUTTON OR YOU WILL LOSE YOUR INFORMATION.

The waiver will post to your account within 24 hours. We recommend you review your account to verify that the waiver has posted.

If the student does not need the health insurance, put this item at the top of your “to do” list! The deadline to waive the insurance for Spring Term is March 15th. Any student wishing to waive the insurance after this deadline will be charged a \$65 LATE PROCESSING FEE. NO REQUESTS FOR WAIVERS WILL 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 about a week before classes start. Therefore your aid appears as a conditional credit on this bill as either a “Memo Item” or an “Authorized Item”. If you have applied for aid and it does not appear on this bill, contact the Financial Aid Office to make sure your 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 from Financial Aid and are intended to cover expenses such as books and off-campus housing. Our first disbursement of Financial Aid occurs roughly a week before classes start and we make every effort to have refunds ready for distribution by 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”.**



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

If a student isn't attending or stops attending Eastern, the student must officially withdraw from the University. Do not assume that the student not showing up for class means that you will not be responsible for charges. Eastern's refund policy can be viewed in the Student Handbook or Course Catalog. If a student withdraws before classes start, all charges will be cancelled. However, if the student withdraws after classes start, you will be financially responsible for a portion of the charges, including housing and any meal plan usage. **It important to note that if the bill is fully paid by financial aid and the student withdraws after school starts, the student may lose all aid and end up owing the University money.** If the student has received a refund before withdrawing, the refund should not be spent, as the student will likely have to return whatever money has been received. 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