VIEWING THE BILL

PARENTS:
- CLICK on Parents and Families tab
- Enter parent User ID & password
- Click View the bill for...
- Select Statement Bill Date  
  (most recent semester defaults)
- Click on View E-Bill
- Bill appears. Print
- Close bill to return to previous screen for Pay Now/Clear Bill option.

HELPFUL HINTS FOR PARENTS:
If changes were made to your student’s account AFTER viewing the initial E-Bill, after logging into the Parent Portal:
- Click on Account Details
- Select a Term. Click Select

STUDENTS:
- Logon to MyVille  
  (Enter student User ID & Password)
- Under the It’s Bill Time portlet, click on View E-Bill
- Select Statement Bill Date  
  (most recent semester defaults)
- Click View Statement
- Bill appears. Print
- Close bill to return to previous screen for Online Payment options.

HELPFUL HINTS FOR STUDENTS:
If changes were made to your account AFTER viewing the initial E-Bill, those changes would be reflecting under the Current Balance section of the Finances page. The original E-Bill statement will not change. Under MyVille, Finances:
- Click on Current Balance Including Recent Transactions
- Select a Term
- Submit

TUITION BILLS - AVAILABLE ONLINE ONLY
Payment for Fall 2015 bills due by August 5, 2015
Email notification will be sent to students at their millersville.edu email address as soon as bills become available. Bills are expected to be available online as of July 17, 2015. Follow the instructions in the email to VIEW, PRINT, PAY, CLEAR the bill.

All bills are processed electronically. In order for parents or other third parties to receive an email when bills are available, have access to online billing, and be granted permission to discuss confidential account information with our office, Third Party Authorization is required by law. To complete this process initially, students must do the following:

- Logon to MyVille
- Select the Finances tab
- Look for the Current Balance portlet
- Select Parent/Third Party Authorization
- Select Accept Terms by checking the box
- Click on Enable Authorized Payer Access
- Select Add New Third Party Email Address
- Provide parent/third party Name, Email Address, create User ID and Password (of your choice). Hit Save
- Click on Return to Billing Email List to send an email confirmation.
- Select Notify and Confirm request

Expecting a refund?

DIRECT DEPOSIT OR PAPER CHECK? YOU CHOOSE!
Register your account with Tuition Management Systems (TMS) to make your selection. Go to millersvillechoice.afford.com and click on the register tab. Don’t get stuck waiting up to 14 days for a paper check to be mailed to your home address. Want a faster refund? Excess funds will be directly deposited into your Checking or Savings account. Don’t delay... sign up for Direct Deposit today! Don’t mind the wait... verify your address so your paper check won’t be late!
If you are expecting to receive financial aid and it does not appear on your tuition E-Bill, contact the Financial Aid Office at (717) 871-5100 immediately to discuss the status of your aid. Once the aid has been fully processed, you will see it reflected on your account. Logon to MyVille and select the Finances tab, click Current Balance Including Recent Transactions, select a Term and Submit. The amount reflected here is the amount you owe and must be PAID IN FULL BY THE DUE DATE. If your aid will not be processed and approved by the due date, please pay your bill in full. When the aid is received by the University, the excess funds will be refunded to you.

Even if your bill reflects a credit/zero balance and no payment is due, CONFIRMATION IS REQUIRED! Be sure to "CLEAR" your bill to complete your registration. ALL BILLS MUST BE CLEARED BY DUE DATE to avoid a $25.00 late fee and/or cancellation of your class schedule. If you have a balance due, paying your bill in full or signing up for the monthly payment plan with TMS, to cover your full remaining balance, will automatically clear your bill. If no payment is due, bills may be cleared via MyVille by selecting Clear Bill under the It’s Bill Time portlet or through the Parent Payment Portal by selecting Clear Bill/Looking for Aid.

Monthly Installment Plan
Consider this convenient OPTIONAL payment plan. Enrollment plans for Fall 2015 are now available. ENROLL NOW - Payments begin on June 15, 2015.

Later applications are accepted. The deadline to join for Fall 2015 is Wednesday, August 12, 2015.*

Millersville University, in conjunction with Tuition Management Systems (TMS), offers a convenient payment plan option. Sign up for this plan by June 15th and divide your bill into five smaller monthly payments, spread over the semester. TMS will mail out information mid-May. To take advantage of this offer, you may contact TMS at 1-800-722-4867 or visit their website at: millersville.afford.com

*Enrollment in TMS after tuition due date is subject to the $25.00 late fee. To avoid the late fee, sign up for TMS by the due date of your tuition bill.

Meal Plans
DORM students are automatically assigned and charged for the 210 meal plan. COMMUTER students (students who live off campus) are not charged for a meal plan. IF YOU ARE A COMMUTING STUDENT ENROLLED IN THE MONTHLY PAYMENT PLAN WITH TMS, and have contracted for a commuter meal plan, the meal plan WILL NOT be automatically added to your bill. You must follow the steps outlined below to add the meal plan to your bill. Meal plans may be purchased AFTER you receive your online tuition E-Bill. Follow these steps to add or reduce a mean plan:

- Logon to MyVille
- Select MAX
- Select Student Services
- Select Housing & Dining
- Click My Dining – Add/Change Meal Plan
- Select My Dining
- Choose your Dining Plan
- Submit My Dining Plan Selection
- Close page

After the meal plan has been added, to view your new balance, in MyVille, select the Finances tab, Current Balance Including Recent Transactions, Term and Submit. The last day to reduce or cancel a meal plan online is the Friday BEFORE school starts. One additional change may be completed by contacting the Bursar’s Office before the end of drop/end.

Visit our website at http://www.millersville.edu/bursar for Due Dates, Deadlines, Costs and other important billing information. Spring 2016 bills will be available online November 16, 2015 and will be due by December 16, 2015.