

FALL 2016  
SPRING 2017  
EDITION

# MU BURSAR BASICS

Millersville University Bursar's Office  
PO Box 1002 Millersville PA 17551  
<http://www.millersville.edu/bursar>  
Phone: (717) 871-5101 Fax: (717) 871-7970

## TUITION BILLS – AVAILABLE ONLINE ONLY

Payment for Fall 2016 bills due by August 10, 2016

### BURSAR'S OFFICE CHECKLIST – Steps to Billing Process

- Grant Third Party Authorization July 2016
- Email notification of bill sent to Millersville email address July 18, 2016\*
- View the Bill after receipt of email notification
- Pay the Bill By Due Date

#### Options for payment:

- Out-of-Pocket (credit cards, checks, money orders, cash)
- Financial Aid (FAFSA completed-work closely with Financial Aid Office)
- Payment plan with Tuition Management Systems sign up by August 17\*\*
- Outside Scholarships (including 529 plans) – provide documentation
- Clear the Bill (after the bill has been FULLY resolved)
- Prepare for a refund (if applicable). Sign up for Direct Deposit.

\*date may change depending on when tuition is announced

\*\*Enrollment in TMS after tuition due date is subject to a \$25.00 late fee

## Third Party Authorization

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** and select the **Finances** tab. Look for the **Current Balance** portlet, select **Parent/Third Party Authorization**, check the box to **Accept Terms**. Click on **Enable Authorized Payer Access**, select **Email Billing Tab**, then **Add New Third Party Email Address**, provide **parent/third party Name**, **Email Address**. Create **User ID and Password** (of your choice) and **Save**. Click on **Return to Billing Email List** to send an email confirmation, select **Notify** and **Confirm** request. Parent or Third Party will receive confirmation email.

## Expecting a refund? SIGN UP FOR DIRECT DEPOSIT!

Register your account with Tuition Management Systems (TMS) online at [millersvillechoice.afford.com](http://millersvillechoice.afford.com). Click on the register tab and provide your millersville.edu email address. Once a refund has been processed, excess funds will be directly deposited into your Checking or Savings account. Please note - If you do not use direct deposit, the refund will be processed via paper check within 14 days. To avoid additional delays with mail delivery, verify your address by registering your account with TMS. Don't delay...sign up for Direct Deposit today!

## VIEWING THE BILL

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### PARENTS:

- CLICK on Parents and Families tab
- Under Payment Portal click Login
- 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 are reflected 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



## RECEIVING FINANCIAL AID

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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 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

Want to spread your tuition bill into smaller monthly payments? Consider this convenient **OPTIONAL** payment plan. Enrollment plans for Fall 2016 are now available. **ENROLL NOW** - Payments will begin on June 15, 2016. Later applications are accepted.

**The deadline to join for Fall 2016 is Wednesday, August 17, 2016\*.**

Millersville University, in conjunction with Tuition Management Systems (TMS), offers a convenient monthly payment plan option. Sign up for this plan by June 15<sup>th</sup> and divide your bill into five smaller monthly payments spread over the semester. 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 19 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 meal 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, Login to myVille, select the Finances tab, look for Current Balance Including Recent Transactions, select Term and Submit. **The last day to make ANY changes to your meal plan is the Friday BEFORE school starts.**