

OUR TWO CENTS *from the OSA*

Millersville University Office of Student Accounts
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FALL 2017
SPRING 2018
EDITION

VIEWING THE BILL

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PARENTS/THIRD PARTIES:

- CLICK on Parents and Families tab
- Under **Payment Portal** choose Login
- Enter **parent** User ID & password
- Click **View the bill for...**
- Select **Statement Bill Date**
(the most recent semester defaults)
- Click on **View E-Bill**
- Bill appears
- 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 **Current Balance**
- 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**
(the most recent semester defaults)
- Click **View Statement**
- Bill appears
- Close bill** to return to previous screen. Select Pay Now to make a payment

HELPFUL HINTS FOR STUDENTS:

If changes were made to your account **AFTER** viewing the initial E-Bill, login to myVILLE, look for **Current Balance** located within the "It's Bill Time" portlet on the left side of the page.

- Click on **Current Balance**
- Select a **Term**. Submit

ORIGINAL E-BILL STATEMENTS WILL NOT CHANGE. Be sure to select Current Balance to find the most up-to-date information about your balance.

Our name recently changed from the Bursar's Office to the **Office of Student Accounts (OSA)**. We look forward to working with you during your time here at Millersville University.

TUITION BILLS – AVAILABLE ONLINE ONLY

Payment for Fall 2017 bills due by August 9, 2017

OSA CHECKLIST – Steps to Billing Process

- Grant Third Party Authorization July 2017
- Email notification of bill sent to Millersville email address July 24, 2017*
- View the bill after receipt of email notification
- Pay the bill by due date August 9, 2017

Options for payment:

- Out-of-Pocket** pay by credit card, check, money order, or cash
- The Financial Aid Office awards **financial aid** after your FAFSA is completed. Work closely with their office to ensure your aid is processed.
- Payment plan** with Tuition Management Systems sign up by August 15**
- Outside Scholarships** (including **529 plans**) – provide documentation to our office as soon as you receive it. The earlier the better.
- Once the amount you owe has been completely covered, **CLEAR the bill**.
- 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.

Direct Deposit for Student Refunds it's fast and secure

Be sure to **register your account** with Tuition Management Systems (TMS) online at 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 within 3 business days.



FINANCING YOUR EDUCATION WITH FINANCIAL AID

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If you expect 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. Login to myVILLE, look for "It's Bill Time" on the left side of the page, click on Current Balance, 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 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 2017 are now available. **ENROLL NOW** - Payments will begin on June 15, 2017. Later applications are accepted.

The deadline to join for Fall 2017 is Tuesday, August 15, 2017*.

Millersville University, in conjunction with Tuition Management Systems (TMS), offers a convenient monthly payment plan option. Sign up for this plan by June 15th 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

RESIDENCE HALL 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:

- Login 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, look for "It's Bill Time" on the left side of the page, click on Current Balance, select a Term and submit.

The last day to make ANY changes to your meal plan is the Friday BEFORE school starts.