OUR TWO CENTS
from the OSA
Millersville University
Office of Student Accounts
PO Box 1002 Millersville PA 17551
Phone: (717) 871-5101

Fall 2018 Edition

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TUITION BILLS – AVAILABLE ONLINE ONLY
Payment for Fall 2018 bills due by August 8, 2018

OSA CHECKLIST – Steps to Billing Process

- Prepare now – View **ESTIMATED** tuition and fee rates on OSA website
- Grant **THIRD PARTY AUTHORIZATION** (see reverse side for instructions)   July 2018
- Watch for email notification of Fall bill availability – View the bill   July 23, 2018*
- Pay the bill by due date   August 8, 2018
  <u>Options for payment</u>:
  - **Out-of-Pocket** pay by check, money order, cash, or credit card
  - 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** sign up with Tuition Management Systems by August 17**
  - Outside **Scholarships** (includes **529 plans**) – provide documentation to our office as soon as you receive it.
- 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 August 8th may result in a late payment fee of $100.

VIEWING THE BILL

PARENTS/THIRD PARTIES

- **CLICK** on **Parents and Families tab**
- Under **Payment Portal** choose **Login**
- Enter <u>parent</u> **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 <u>student</u> **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 <u>Current Balance</u> to find the most up-to-date information about your balance.

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, <u>Third Party Authorization</u> is required by law. To complete this process, students must do the following:

- Logon to **myVILLE** and select the **Finances** tab
- Look for the **Current Balance** portlet and select **Parent/Third Party Authorization**
- Check the box to **Accept Terms**
- Click on **Enable Authorized Payer Access** and 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

FINANCING YOUR EDUCATION WITH FINANCIAL AID

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<u>If you expect to receive financial aid and it does not appear on your tuition E-Bill</u>, 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 fully processed by the due date, please pay your bill in full. When 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 $100.00 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.

Direct Deposit for Student Refunds it's fast and secure

Register your account with Tuition Management Systems (TMS) online at **millersville.afford.com.** Enter your Millersville email address at "*Already have an account?*" and click on *Reset Password* to finalize registration and enroll in direct deposit. Once a refund has been processed, excess funds will be directly deposited into the account you specify.

Monthly Installment Plan

Want to spread your tuition bill into smaller monthly payments? Millersville University, partners with Tuition Management Systems (TMS) to offer convenient monthly payment plan options. Fall 2018 payment plans are now available and begin on June 15th, July 15th and August 15th.

The deadline to enroll in a fall plan is Tuesday, August 17, 2018*.

To take advantage of the monthly payment plan, contact TMS at 1-800-722-4867 or visit their website at millersville.afford.com.

*Enrollment in a payment plan after August 8th may result in a late payment fee of $100. To avoid the late payment fee, enroll in TMS as soon as possible.

Meal Plans

RESIDENCE HALL students are automatically assigned and charged for the 19 meal plan. **COMMUTER** students are not automatically charged for a meal plan. Commuter meal plans contracted thru TMS <u>WILL NOT</u> be automatically added to your bill. Follow the steps outlined below to add the meal plan to your bill. Meal plans may be purchased AFTER receipt of your tuition E-Bill. To add or reduce a meal plan:

Login to **myVILLE,** Select **MAX, Student Services**, **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.