## OUR TWO CENTS
from the OSA

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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

**Options for payment:**
- **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 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.
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, 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.

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 WILL NOT 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:

1. Login to myVILLE, Select MAX, Student Services, Housing & Dining
2. 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.