

Bill + Payment Suite (Important Information)

Welcome page shows the following:

- Account Alerts
- Announcements
- Current Account Status
- Payment Plans (if student is set up)
- Other Charges (Not Included in a Plan, if student is set up for payment plan)
- Balances by Term

The following is a series of tabs and bullets that give pertinent information about each tab.

MY ACCOUNT TAB

Account Activity

- View transaction by term
- Sort by clicking on each category (ex. Description, Code, Date, or Amount)

Personal Profile

- Change your personal profile
- Select your mobile carrier to receive text messages
- Save new payment methods for refunds and tuition payments

Agreements

- Consent to receive paperless 1098-T

Authorized Users

- Edit/Delete authorized users
- Add authorized user

PAYMENTS TAB

Account Payment

- Current account balance (option to change the amount you are paying in the \$ field to the right)
- Charges not included in a plan (option to change the amount you are paying in the \$ field to the right) (**payment plan students only**)
- Pay by term (option to change the amount you are paying in the \$ field to the right)

- Remember to check the due date for paying fees
- Memo block provided **(optional)**
- Forms of Credit Card payment include: MASTERCARD, DISCOVER, VISA, AMERICAN EXPRESS (a 2.75% convenience fee is included for each transaction)
- Webcheck (ACH) payment can be used as a form of payment. **NOTE:** When you utilize **WEBCHECK**, funds will be deducted from your checking/savings account within 2 to 3 business days. Please note that if you are using our webcheck service for the first time or if you are a returning student and you enter a new account, a pre-note is attached that verifies the checking/savings account you entered. The pre-note is verified in 5 days. If the account is valid, the pre-note will return as verified and the payment will post to your student account. If the account is invalid, the pre-note is returned as failed and the payment will not post to your student account.

Payment History

- View account payment history by time period, payer, payment type
- View report of payments online or outside the system

Automatic Bill Payment

- Allows users to save their payment methods **(active)**
- Schedule automatic installment payments at signup **(active) payment plan**
- Schedule automatic bill payments **(inactive) no payment plan**
- Make changes when necessary

PAYMENT PLAN TAB

- Payment plans are available for the Fall and Spring terms. Payments for each term are broken down in 2 monthly installments. If your prior balance is -0-, you are eligible to enroll in a payment plan. If you have a prior balance, you will not be eligible to enroll in a plan. If you attempt to enroll into a payment plan with a prior balance, you will not receive a registration complete (REGC) for the current term. Please note that if you are using our webcheck service for the first time or if you are a returning student and you enter a new account, a pre-note is attached that verifies the checking/savings account you entered. The pre-note is verified in 5 days. If the account is valid, the pre-note will return as verified and the payment will post to your student account. If the account is invalid, the pre-note is returned as failed and the payment will not post to your student account. **If you pay using a webcheck and the check is returned as NSF, a hold will be placed on your account and a \$50 non-refundable fee will be assessed until the balance is paid. If you register using a credit card, you will receive a registration complete within 5 minutes of your plan enrollment. Effective May 1, 2018 the convenience fee will increase from 2.75% to 2.85% for each credit card transaction.**

ASU Student Plan 1 (Non-Financial Aid) – This plan is for students who do not receive any type of Financial Aid assistance and desire to pay their tuition in 2 equal installments. The down payment is calculated as 50% of the total charges, plus a \$50 contract fee. The contract fee is non-refundable. The two installments are due by **October 15th and November 15th** for the Fall term and **March 15th and April 15th** for the Spring term. Please be reminded that a 5% fee will be assessed for every late installment payment. Be sure to check your due dates on your plan.

ASU Student Plan 2 (Partial Financial Aid) – This plan is for students who receive partial Financial Aid assistance and desire to pay the remaining balance in 2 equal installments. With this plan, the student will pay a \$50 contract fee with no down payment required. The contract fee is non-refundable. The two installments are due by **October 15th and November 15th** for the Fall term and **March 15th and April 15th** for the Spring term. **If you are not making a down payment, put 0.00 in the down payment field. Do not put the amount of your financial aid package. Financial aid is disbursed at a given time in the semester. Once aid is disbursed, your installment payments will be updated automatically and you will be notified via your campus email. Please acknowledge that the Braves Work & Pay Program should not be used as part of your aid package. It is posted at the end of the semester and based upon hours worked.** Please be reminded that a 5% fee will be assessed for every late installment payment. Be sure to check your due dates on your plan.

eStatementsTAB

Electronic bills will be available for review in the Bill + Payment System. When these bills are created and uploaded an email will be sent to your Alcorn email account, and to any authorized users who are set up to receive this information.

eREFUNDS TAB (Inactive)

- *Available by ACH only*
- *Must have a valid checking or savings account to receive refunds by direct deposit*
- *May do edits to ACH account at scheduled times*

Questions?

Please email us at bursaroffice@alcorn.edu.