Student Financial Services

Becky Hamilton
Office of Student Financial Services

- Olmsted Hall – Room 105
- Phone: 812-488-2364
- Making a Payment: 812-488-2565
- Office Hours: Monday – Friday 8-5
- Cashier Hours: Monday – Friday 8-4
- Email: studentfinancialservices@evansville.edu
Information and Communications

• Once student is registered, our office can only discuss account information with those whom your student has granted Proxy access.

• Emails are sent to your student’s UE email address.

• Financial Aid communications will be sent directly to the student.

• Account Activity notification emails will be sent to students and Proxy users.

• Self-Service: 24/7 online access to student account information (view semester statements and make online payments)
Office of Student Financial Services

- **Student Financial Services Administrators**
  - Process FAFSA submissions
  - Administer financial aid
  - Receive and process outside scholarship checks
  - Process both student and parent loan requests

- **Cashiers**
  - Manage billing for all UE directly-billed tuition, fees, room and meals
  - Process payments including third party and 529/College Savings Plan payments
  - Administer UE Monthly Payment Plans
  - Process refunds when excess aid or overpayment result in a credit balance
  - Cash checks (up to $30 per day)
Hello, Addyson. Welcome to Colleague Self-Service!

Choose a category to get started.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Finance</td>
<td>Here you can view your latest statement and make a payment online.</td>
</tr>
<tr>
<td>Tax Information</td>
<td>Here you can change your consent for e-delivery of tax information.</td>
</tr>
<tr>
<td>Student Planning</td>
<td>Here you can search for courses, plan your terms, and schedule &amp; register your course sections.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Here you can access financial aid data, forms, etc.</td>
</tr>
<tr>
<td>Employee</td>
<td>Here you can view your tax form consents, banking information, and timecards.</td>
</tr>
<tr>
<td>Grades</td>
<td>Here you can view your grades by term.</td>
</tr>
<tr>
<td>Graduation Overview</td>
<td>Here you can view and submit a graduation application.</td>
</tr>
</tbody>
</table>
### My Awards- Student View

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

#### View Disbursement Info

<table>
<thead>
<tr>
<th>Award</th>
<th>Status</th>
<th>Total Awarded Amount</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>UE ACES Schp</td>
<td>Accepted</td>
<td>$15,000.00</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$5,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsubsidized Loans</td>
<td>Pending</td>
<td>$5,500.00</td>
<td>$2,750.00</td>
<td>$2,750.00</td>
</tr>
</tbody>
</table>

**Award Total**

<table>
<thead>
<tr>
<th>Award</th>
<th>Total Awarded Amount</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Awards</td>
<td>$20,500.00</td>
<td>$10,250.00</td>
<td>$10,250.00</td>
</tr>
</tbody>
</table>
You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

<table>
<thead>
<tr>
<th>Award</th>
<th>Status</th>
<th>Total Awarded Amount</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>UE ACES Schp</td>
<td>Accepted</td>
<td>$15,000.00</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTACE</td>
<td></td>
<td>$7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This University of Evansville award is renewable by meeting Satisfactory Academic Progress (SAP).*
## Accept/Decline/Change Loan

You have the following Awards:

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

**Scholarships and Grants**
- **Award**: UE ACES Schp
  - **Status**: Accepted
  - **Total Awarded Amount**: $15,000.00
  - **Fall 2019**: $7,500.00
  - **Spring 2020**: $7,500.00

**Loans**
- **Award**: Unsubsidized Loans
  - **Status**: Pending
  - **Total Awarded Amount**: $5,500.00
  - **Fall 2019**: $2,750.00
  - **Spring 2020**: $2,750.00

**Direct Unsub Loan**
- **Status**: Offered
  - **Total Awarded Amount**: $5,500.00
  - **Fall 2019**: $2,750.00
  - **Spring 2020**: $2,750.00

Check the terms you will be attending.

- **Fall 2019**: $2,750.00
- **Spring 2020**: $2,750.00
- **Total**: $5,500.00

You may accept the entire loan amount, change the loan amount, or decline the entire loan amount.
Dear Ace,

We are pleased to offer you the financial aid listed based on the most recent FAFSA information received, and the housing and enrollment status shown below.

Institutional Address:
1800 Lincoln Avenue
Evansville, IN 47722

Date: 06/15/2019
Student ID: 0000000

Award Year: 2019/2020 Academic Year

<table>
<thead>
<tr>
<th>Awards</th>
<th>Total Aid</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Assistance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UE ACES Schp</td>
<td>$15,000.00</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Self Help Awards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Unsub Loan</td>
<td>$5,500.00</td>
<td>$2,750.00</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>Total</td>
<td>$20,500.00</td>
<td>$10,250.00</td>
<td>$10,250.00</td>
</tr>
</tbody>
</table>

The standard Cost of Attendance (COA) for a student living on campus is $53,676. The COA is an estimate of the directly-billed charges plus allowances for books, transportation, and miscellaneous expenses. Your financial aid is based on this COA and your EFC of $493,451 as determined by the FAFSA. Changes to your FAFSA, housing, enrollment choices, or receipt of outside scholarships may result in a revision to your aid eligibility. Please contact the Office of Financial Aid if you have any questions.
**Satisfactory Academic Progress Status**

You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

---

**SAP Status**  
*Date Reviewed: 12/19/2018*

<table>
<thead>
<tr>
<th>Evaluation Period:</th>
<th>Ending 2018/FA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>BS Neuroscience</td>
</tr>
<tr>
<td>SAP Status:</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

**SAP Details**

- Maximum Credits Allowed: 180.00
- Credit Hours Attempted: 113.00
- Credit Hours Completed: 99.00
- Grade Point Average: 3.659
- Completion Percentage: 87.61%

**Financial Aid Counselor**

Office of Financial Aid  
800-424-8634  
Contact Financial Aid Office

**SAP History**

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>SAP Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending 2018/SU</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Ending 2018/SP</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>
Purchasing Books and Supplies

• Students can reserve books through the UE Bookstore and charge their purchase to their student account (up to $1,000 per semester).

• Beginning August 18th students with a credit as the result of excess financial aid are free to access that credit to make unrestricted bookstore purchases.

• *Students must show a valid UE ID for account charge*
Refunds

- Student should confirm that all *Financial Aid Self-Service ‘Checklist’* items are complete.

- Refunds from excess financial aid, including federal loans, will be processed automatically during the first 14 days of the semester.

- Students can enter bank information on WebAdvisor to receive refunds via direct deposit.
WebAdvisor
https://webadvisor.evansville.edu
Add Bank Information

Bank Information (U.S.)

Choose One: Default Bank Account Information

Routing Number: 
Bank Account Number: 
Account Type: 
Effective Date: 

Submit
Submit Bank Information
Used for student refunds only!

Bank information entered here is for student refunds and will not affect the bank information on record for HR purpose. Please fill in all fields.

<table>
<thead>
<tr>
<th>Bank</th>
<th>Routing Number</th>
<th>Bank Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Bank Account Information</td>
<td>123456789</td>
<td></td>
</tr>
</tbody>
</table>

Routing Number                  123456789
Re-Enter Routing Number         123456789
Bank Account Number             987654321
Re-Enter Bank Account Number    987654321
Account Type                    Checking
Effective Date                  06/14/2010
Confirmation E-Mail Address     bhsj@evansville.edu

Terms and Conditions

I certify the information provided on this form is correct and that I am an authorized signer of the account provided for direct deposit transactions and am entitled to provide this authorization. I hereby authorize the University of Evansville to initiate electronic credit entries, and if necessary, debit entries or adjustments to correct any deposit errors to the checking or savings account at the financial institution listed above and I authorize the Depository Financial Institution to accept these entries. These authorizations are to become effective as soon as possible, and remain in full force until the University of Evansville has received written change or cancellation notification in such time and in such manner to afford the University of Evansville a reasonable opportunity to act upon the change or cancellation.

I Agree [ ]
Self-Service Proxy Access

• Office of Technology Services (OTS) staff will be available in the registration area to assist students who wish to grant Proxy access.

• Parents who have been granted access will be assigned their own unique username and password and will receive email reminders when semester statements are available for viewing.

• Students who choose not to grant Proxy access are responsible for providing copies of their electronic billing statements to parents.
My Proxy Users

Before adding a new proxy user, please take a moment to look at the currently available choices under the Self-Service Proxy page. Please go to Self-Service Proxy Assignments first. If the person to whom you are intending to grant access is not listed, then please return here and select ADD NEW.

To add someone to act as a proxy on your behalf, click ADD NEW and enter all the required information. Once this information has been verified, you will receive an email and the new user will be available as a proxy within Self-Service.

NOTE: Once an individual has been added, it may take up to 72 hours for the data to be verified and the user is available in Self-Service.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td></td>
<td>Available for Proxy</td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td>Available for Proxy</td>
</tr>
<tr>
<td>Jean Smith</td>
<td></td>
<td>Available for Proxy</td>
</tr>
<tr>
<td>Add New Proxy</td>
<td>ADD NEW</td>
<td></td>
</tr>
</tbody>
</table>

SUBMIT
Select a Proxy (from list)
Add A Proxy

Enter Proxy Information

- Required

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**Birth Date**

**Home Phone Number**

**Relation Type**

**Home Address**

**City**

**State**

**Zip**

**Country** (PLEASE LEAVE BLANK IF "US")

ACCEPT
Proxy Self-Service Sign In
https://selfservice.evansville.edu
Selecting Your **Student**

**Person Proxy**

Welcome to Colleague Self-Service! Select a user:

- **Proxyuser Name**
- **Student1 Name**
  - Click on the student to view the student's information. Do not click on yourself - the information is all in the student's name.
- **Student2 Name**
  - After selecting the student, click “Continue”

**Buttons:**
- **Cancel**
- **Continue**
Proxy View – Student Record

Hello, Lindsey. Welcome to Colleague Self-Service!

Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.
## Summary By Term

### Spring Semester 2017 - Balance: $0.00

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges</td>
<td>$17,325.94</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$19,666.00</td>
</tr>
<tr>
<td>Refunds</td>
<td>$2,340.06</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

### Actions
- View Statement
- Email Statement
- STUDENT VIEW ONLY

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Account Summary

Amount Due 4/15/2017: $85.00

Amount Overdue: $0.00

Total Amount Due: $85.00

Total Account Balance:
- Summer 2017: $85.00
- Spring Semester 2017: $0.00
- Fall Semester 2016: $0.00
- First Summer Session 2016: $0.00

Make a Payment
Charges You Should See

• Full-time Tuition and Fees

• On-Campus Students:
  • Housing and Meal Plan Charges

• SOAR Fee

• Other possible charges (depending on actual registration):
  • Course fees (Art, Biology Lab, etc.)
  • Applied Music fee
Credits And Payments You Should See

- $200.00 from Admission deposit
- Pending UE, Federal, and State gift aid
- Pending PLUS or Direct Loans that have been accepted and for which the MPN and Entrance Counseling is complete
- Pending Private Loans that have been certified
- Outside scholarships that have been received in the Office of Student Financial Services
Credits You Will **Not** See

- **Work-Study:** Earnings will be processed through regular bi-weekly payroll after student has been hired. Students can choose to have earnings applied as payment on their student account or as a direct deposit in a personal bank account (or combination).

- **Miscellaneous outside scholarships** not yet received in the Office of Student Financial Services or those given directly to the student.
Dear Joe,

University of Evansville billing statements are available 24/7 through Self-Service Finance.

Students - to access real-time account information go to MyUE. Select Self-Service from the Preferred Links, re-enter your username and password and click on Student Finance to view account information.

Parents and other proxy - go to Self Service to enter your username and password and select the student’s name you wish to view. Click on Student Finance to access student account information. **ATTENTION: YOU MUST CLICK ON THE STUDENT’S NAME TO ACCESS STUDENT INFORMATION.**

If expected financial aid is missing from the statement, please view the Financial Aid “Self-Service” menu to determine if additional steps are required to finalize aid.

University of Evansville
Office of Student Financial Services

studentfinancialservices@evansville.edu
Phone: 812-488-2665

***PAPER STATEMENTS ARE NOT MAILED TO THE HOME ADDRESS***

If you wish to share student account billing statements with someone who has not been granted Proxy access, it will be necessary for you to print or email the statement directly from Self-Service Student Finance.
Payment Methods and Options

- **Payment Methods:**
  - Cash (limit $1,000 per semester)
  - Check or e-check
  - Automatic debit from checking or savings account
  - Bank wires (domestic and international)
  - Credit card (Visa, Mastercard, Discover and American Express)
    - *Credit card payments are subject to a 2.5% service fee*

- **Payment Options:**
  - One-Payment Option
  - Two-Payment Option
  - UE Payment Plan
Payment Options

• One-Payment (per semester):
  • Fall semester: balance is due in full by August 15
  • Spring semester: balance is due in full by December 15

• Two-Payments (per semester):
  This option allows you to make a minimum payment of at least one-half of the semester’s balance by the term due date.
  • Fall semester:
    • ½ term balance due by August 15
    • Remaining balance due by September 15*
  • Spring semester:
    • ½ term balance due by December 15
    • Remaining balance due by January 15*

*Please note that a 1.5% finance charge is assessed on the balance of the 2nd payment and monthly thereafter on any outstanding balance.
UE Payment Plans

• Online Payment Plan Application

• Payments are calculated on the total semester charges minus finalized financial aid

• Net fall semester cost is divided by the number of monthly payments you choose: 5 (if beginning in July) or 4 (if beginning in August) with an option for automatic renewal (10 or 8) for the spring semester.

• No monthly finance charges

• Payment Plan Fee:
  • ACH - automatic withdrawal from checking or savings on the 15th of the month $40 (semester)/$80 (annual)
  • Coupons - due on the 15th of the month; in person, by mail, or online through Self-Service: $50 (semester)/$100 (annual)

• 5 grace days – coupon payments received after the 20th day of the month will be assessed a late payment fee of $18.00
Cost Calculators and UE Payment Plan Application


Undergraduate/Harlaxton Cost Calculator and Payment Plan Application

Welcome to the University of Evansville's Cost Calculator and Payment Plan Application. This tool will help you estimate the directly-billed charges and any remaining balance you may owe the University in light of the 'Gift Assistance' and 'Self-Help Awards' you decide to use. It will also calculate the estimated amount of PLUS Loan needed to cover any balance owed or an estimated monthly payment plan amount. If utilizing the UE Monthly Payment Plan, complete and submit your application below.


Estimated Direct Costs for 2019-2020

Values below are estimates and are subject to change.

Some browsers have an auto-fill feature that will enter values, such as names and addresses, into form fields without you having to type them. These features have been known to incorrectly enter values in numeric fields. As a result, the form cannot be submitted. Please do not use any auto-fill feature on this form.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Fall</th>
<th>Spring</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus and Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evansville - 12-18 Hours</td>
<td>$18,150</td>
<td>$18,150</td>
<td>$36,300</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$163</td>
<td>$163</td>
<td>$326</td>
</tr>
<tr>
<td>Services Fee</td>
<td>$420</td>
<td>$420</td>
<td>$840</td>
</tr>
<tr>
<td>Applied Music Fee</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Non-music Major</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payment Plan Adjustments and Notifications

• Plan re-budgeted monthly (or anytime by request)

• Common adjustments:
  • **Credits** - outside scholarships received by the school, or work-study earnings applied directly to the student account
  • **Charges** – books and supplies, Applied Music fees, lab fees or fraternity dues

• Payment adjustment notification: Account holder is notified by email when monthly payment is updated.
MAKE A PAYMENT

Select the items that you would like to pay and choose a payment method below:

Total Payment: $85.00

- Student Receivables
- Payment Group: WEB
- Date Due: 4/15/2017
- Amount Due: $85.00
- Amount to Pay: $85.00

Please note: Amounts Due may include credit amounts.

Choose a payment method:
- American Express Payment
- Discover Payment
- Electronic Check Payment
- MasterCard Payment
- Visa Payment

Proceed to Payment
You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button. You will be taken to a secure website to enter your payment information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Receivables</td>
<td>$85.00</td>
</tr>
<tr>
<td>CC Service Fee</td>
<td>$2.13</td>
</tr>
<tr>
<td>Total Payment Amount</td>
<td>$87.13</td>
</tr>
</tbody>
</table>
Spring Registration

*Early November*

- Future registration requires that students have a balance below $500 in the most recent term or be current on a monthly payment plan.
QUESTIONS?