

**Welcome to the Fall 2017 Semester at UNE!
Your tuition statement is enclosed.**

Please review the items in blue headings as they relate to administrative requirements to start the new term. Use this guide as a checklist. If you are a new student who has not set up a U-Online account, please do so in order to complete requirements. For assistance, go to www.une.edu/newstudentinstructions.

For information about loan disbursement dates and refunds for each semester, go to www.une.edu/disbursement.

PAYMENT ARRANGEMENTS DUE AUGUST 1, 2017

The enclosed bill is for the **Fall 2017 semester only!** Spring 2018 bills are sent in December. Please use this checklist to determine items needing completion. Use website links provided to access information. Payment arrangements must be in place by **August 1** to avoid a \$150 late fee.

- When applying for loans, please apply for the full academic year and calculate loan origination fees prior to finalizing loan requests. For federal loan origination fees, go to www.une.edu/DLratesandfees.
- Bills are produced every 30 days. View real-time billing adjustments by enrolling in our online bill management system (TouchNet).

ACTION ITEM	(√) TASK COMPLETE
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COMPLETE FINANCIAL AID REQUIREMENTS (if applicable) Go to www.une.edu/acceptaward	
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<p>For federal loans to pay to your bill, complete the following requirements: 1) Accept Terms & Conditions and 2) Accept Award. 3) Complete Master Promissory Note and 4) Entrance Counseling. Go to www.studentloans.gov with student FSA ID.</p>	
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MAKE ARRANGEMENTS TO PAY YOUR BILL (if not utilizing financial aid to fully fund bill). Go to www.une.edu/paymybill	
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| <ul style="list-style-type: none"> • Make payments online including enrolling in a Tuition Payment Plan (see below). • Mail a Check to UNE's payment processor: Student Financial Services, PO Box 6442, Brattleboro, VT 05302-6442. | |
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ENROLL IN ONLINE BILLING (TouchNet) Go to www.uonline.une.edu	
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| <p>Online billing (TouchNet) provides fast and secure access to your UNE bill.</p> <ul style="list-style-type: none"> • View bill/financial aid and pay online - using credit, debit, checking/savings accounts. • Add Authorized Users (e.g. spouses) - Authorized users access account at www.une.edu/myUNEBill if added. • Enroll in UNE's Tuition Payment Plan – Go to www.une.edu/paymentplan for more information. | |
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ACTION ITEM	(√) TASK COMPLETE
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ARRANGE FOR A REFUND (if applicable) Go to www.une.edu/directdeposit	
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| <ul style="list-style-type: none"> • If funds from loans overpay your account, you may be eligible for a refund. These monies will be available within two weeks after the designated Add/Drop period for your program. Refer to the <i>UNE Academic Calendar</i>. www.une.edu/academiccalendar for Add/Drop dates and www.une.edu/disbursement for loan disbursement dates. • Credit balances resulting from anything other than Federal Title IV funds will remain a credit on your account to offset future charges unless you provide a written request. Send this request to www.une.edu/asksfs. • Enroll in Direct Deposit to expedite refunds. A voided check or bank authorization letter with account and routing numbers is required. Send to our Accounts Payable Office (<i>Contact Information</i> below). | |
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Sample Bill



UNE Student
11 Hills Beach Road
Biddeford, ME 04005

Student Financial Services
PO Box 6442
Brattleboro, VT 05302-6442
Tel. (207) 602-2425

Date: 06/06/2017
Semester: Fall 2017
Student ID: 910xxxxxx
Due Date: 08/01/17
Amount Paid:

Personal Reference Number (PRN)

Term	Inv Date	Description	Charges	Credits
		* PREVIOUS BILLED BALANCE *	0.00	
FAL 17	6/15/2017	- CURRENT CHARGES - INVOICE NUMBER Sxxxxxxx Tuition Graduate (MSW student example - 6 credits) Technology Fee Malpractice Insurance-MSW (fall only) General Services Fee * CURRENT BILLED BALANCE *	5340.00 80.00 15.00 50.00 <u>5485.00</u>	
FAL 17		-- AUTHORIZED FINANCIAL AID -- Unsubsidized Direct Loan (origination fee is deducted) * FINANCIAL AID BALANCE * <i>(*In this example, loan requirements have been completed)</i>		5785.00 <u>5785.00</u>
PAST DUE:	0.00		TOTAL DUE:	-300.00

General Services Fee
billed by semester and covers miscellaneous UNE usage costs.

Other Fees
Dependent on your program of study

Authorized Aid
Monies that will pay to your account without further action required.

Memo Items
Anticipated to pay to your account. These may require further action OR are from an outside resource like private loans, payment plans, scholarships. Amounts subject to change.

See Last Page of Bill

A negative balance represents a refund. Information about disbursement dates and refunds can be found at www.une.edu/disbursement. Refunds will be issued after the end of the Add/Drop period. If balance remains, please make arrangements to pay your bill.

CONTACT INFORMATION

Student Financial Services
(207) 602-2342

Email contact form: www.une.edu/asksfs

Mail Payments: PO Box 6442, Brattleboro, VT 05302-6442

All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005

Submit Direct Deposit Forms
UNE Accounts Payable Office

Mail to: 11 Hills Beach Road, Biddeford, ME 04005

Email to: apdept@une.edu

Fax to: (207) 602-5974

Include copy of voided check OR a bank authorization letter with routing & account numbers.