

Welcome to the Fall 2023 Semester at UNE!

Please review the items in blue headings and use this guide as a checklist. **Links are Clickable.**
To set up UNE accounts, go to www.une.edu/newstudentinstructions.

PAYMENT ARRANGEMENTS DUE AUGUST 1, 2023

The current bill is for **Fall 2023 semester only**. Spring 2024 bills are sent in December.

Payment arrangements must be in place by **August 1st** to avoid \$150 late fee. An interest fee of 1% will be assessed monthly on any unpaid balance due on the 15th of each month.

- Loans - Apply for full academic year. Go to [Student Aid](#) for Parent PLUS loan and [UNE Private Lender list](#) FMI on alternative student loans.
- eBills - Every 30 days. Real-time billing available on TouchNet for students and authorized users.
- Balance after financial aid - Make arrangements to pay before due date.

ACTION ITEM

Check box if completed (if applicable)

(✓)

VIEW YOUR EBILL ONLINE (TouchNet)

Go to <http://uonline.une.edu> to access

- View your bill and pay online: Use credit card, debit, checking/savings accounts.
- Add Authorized Users (e.g. parents / guardians) - **Authorized users** access account directly at www.une.edu/TouchNet.
- Authorized Users have access to view the eBill; make payments; set up payment plans and view the yearly 1098-T tax form.
- Enroll in UNE's Tuition Payment Plan – Go to www.une.edu/paymentplan for more information. There is a \$25 set up fee.

COMPLETE FINANCIAL AID REQUIREMENTS (ACCEPT or DECLINE LOANS)

Go to www.une.edu/acceptaward

For federal loans to pay to bill, complete following requirements:

- **Accept Terms & Conditions AND Accept Award** (including Federal Work Study, if applicable).
- Decline funds not needed, if applicable.
- **First time borrowing federal loans?** Complete Master Promissory Note **AND** Entrance Counseling at www.studentaid.gov
- It is very important to complete financial aid requirements in order for financial aid to disburse those funds.

MAKE ARRANGEMENTS TO PAY BILL

Go to www.une.edu/paymybill

- If applying for a loan – apply for loans for the full academic year as soon as you receive your eBill to ensure we are able to certify it by the bill due date. If you apply for the full year, we receive half in the fall and half in the spring.
- Apply for Parent PLUS Loan – Go to www.studentaid.gov "Parent Borrowers" tab. Use the PARENT FSA ID.
- Apply for Private Loan - See [UNE Private Lender list](#) for details on UNE's Recommended Lenders.
- Make secure payments online at TouchNet – Pay in full or set up a Tuition Payment Plan.
- Check payable to University of New England (please include your student PRN number) – Mail to: UNE, Attn: Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005. Payments may take up to two weeks to receive and post to the student's account – we recommend paying online.

PROVIDE NOTIFICATION OF OUTSIDE FUNDING

Email sfs@une.edu

Receiving funds from outside sources? (e.g. private scholarships, tuition waivers)

- Notify SFS by providing copies of letters/notifications - federal regulations require consideration of outside resources before financial aid is calculated. Scholarship letters/notifications can be emailed to: SFS@une.edu.
- Deduct these amounts (if SFS has been notified and funds are not yet credited on bill) when calculating payments/loans.
- If scholarship check is made payable to the student, sign the back of the check & write "Make Payable to UNE".

WAIVE HEALTH INSURANCE OR ENROLL IN UNE's PLAN (must do one or the other)

Find waiver/enrollment at www.une.edu/healthinsurance (site open ONLY 7/1 through 8/16)

- **All students charged \$3,062 for health insurance until waiver is completed (requires company name and policy info.)**
- We ask that you complete the waiver/enrollment process **ONLINE between July 1 – August 16, before the bill due date. We cannot complete this process for you. Health insurance can only be waived during this period.**
- If waiving insurance, the credit will be applied to the student account (**allow 3-5 business days**).
- Complete process every year. All students must have proof of health insurance to start each academic year.

REFUNDS/DIRECT DEPOSIT

<p>If funds overpay account, a refund may be available after designated Add/Drop period for your program. Please set up your Direct Deposit account. To set-up direct deposit, follow these instructions: Direct Deposit Instructions. Students with credits on their accounts can request book vouchers in person in the SFS offices in Biddeford or Portland.</p>	
COMPLETE AUTHORIZATIONS (FERPA / ONLINE BILLING/TOUCHNET / TITLE IV) Go to http://uonline.une.edu	
<p>1. Authorization for Release of Information Form (FERPA) - To permit significant others access to account information, find form at U-Online. In compliance with the Family Educational Rights and Privacy Act (FERPA), we must have authorization from a student permitting us to discuss financial information with others. Financial aid is NOT affected if form is not completed.</p>	
<p>2. Add Authorized Users (online billing) - To permit parent/guardians or others access to online billing system, go to U-Online > <i>Student Financial Services</i> > <i>Student Accounts</i> > <i>Manage My Bill</i> > <i>Add Authorized Users</i>. Please note: FERPA authorization is separate from TouchNet and must be completed separately.</p>	
<p>3. Answer Title IV Authorization Question (required) Go to U-Online > <i>Student Financial Services</i> > <i>Award by Aid Year</i> > <i>Resources/Additional Information</i> > <i>Read Additional Information</i> and answer question: "Do you authorize UNE to apply Title IV funds to non-educational charges?"</p>	
APPLY FOR A WORK STUDY JOB (if awarded) Go to www.une.edu/workstudy in mid-August; contact employer directly to apply	
<ul style="list-style-type: none"> • NEW STUDENTS: Must submit new hire paperwork found as "Unsatisfied Requirements" on U-Online. Bring paperwork and identification in person to Student Financial Services during New Student Orientation OR in August/September. Bring original forms of identification detailed on the I-9 form (i.e. driver's license, passport, SS card, birth certificate) • Work Study paychecks available via Direct Deposit. To set-up direct deposit: uonline.une.edu>login>select personal information>select direct deposit allocation>enter bank routing number, account number, select account type, select "Payroll Deposit" and save. (while setting up direct deposit, you can also select Accounts Payable to take care of refunds, if eligible). NOTE: Work Study funds must be earned by the student and are NOT deducted from the bill. 	
COMPLETE HOUSING CONTRACT (on-campus) or OFF-CAMPUS REQUEST (if eligible) Go to www.une.edu/housing	
<ul style="list-style-type: none"> • New Students - \$300 application deposit has been applied to Fall 2023 tuition bill. The \$200 housing deposit is released when the student no longer resides on-campus. UNE has a 3-year residency requirement. New student housing assignments will be posted on U-Online on July 15, 2023. • If qualified to live OFF CAMPUS, please contact Office of Residential Housing for <i>Off Campus Request</i> form. 	
SUBMIT HEALTH INFORMATION (required for new students) Mail forms to Student Health Center - Go to www.une.edu/student-health-center	
NEW STUDENTS: Proof of immunization, health history, and physical examination forms required to attend classes at UNE.	
OBTAIN PARKING PERMIT (Site opens August 1st) Go to https://une.thepermitstore.com/	
If planning to use a car on campus, obtain parking permit for \$350; Portland students - visit site to obtain FREE permit.	
OTHER NOTES	
<ul style="list-style-type: none"> • Enrollment Status - UNE classifies student enrollment status for purposes of financial aid, loan deferments, and/or VA educational benefits as follows: Full Time: 12-18 credits; ¾ time: 9-11 credits; half-time: 6-8 credits. Eligibility for UNE Scholarships require FT enrollment. • PRN - All students assigned PRN (Personal Reference Number) - displayed in upper-right corner of monthly paper billing statement. • Campus Mailboxes - All residential students assigned mail box free of charge - Call (207) 602-2289 with questions. • The schedule of fees, tuition, methods of payment and refund policies are those in effect at the time of publication. They are subject to change without notice. 	

Student Financial Services
Phone: 207-602-2342 Email: sfs@une.edu
 Mail Payments: UNE Student Financial Services
 Attn: Student Accounts
 11 Hills Beach Road, Biddeford, ME 04005
 All Other Mail:
 UNE Student Financial Services
 11 Hills Beach Road, Biddeford, ME 04005