

NEW Student Checklist

Student Financial Services (SFS) is committed to supporting you in your financial journey.

Please check these items off your list to stay on track to reach your goals.

1 Set Up Your UNE Email and Compass Account

SFS sends important information to your UNE email.

You can also access financial aid links and tools through Compass, the University's online portal.

Visit [UNE Accounts Setup](#) for more information.

2 Allow Others to Access Your Financial Information

You may need to let parents, guardians, or other family members access your financial info. To provide access:

- **Log in to UNE Compass.** Select the Financial Aid Card, then choose My Financial Aid. Click on FERPA Authorization for Release of Information and complete the form.
- **Complete FERPA** (Family Educational Rights and Privacy Act). [Log in to UNE Compass](#), choose the Financial Aid Card, and click on FERPA Authorization and complete the form.
- **Add Authorized Users** to your TouchNet student payment center. [Log in to UNE Compass](#), choose Payment Portal, then Add Authorized Users.
- **Answer the Title IV Authorization question.** Make a decision regarding Title IV funding by following the instructions on the Accept Award page.

3 View and Pay Your UNE Bill

A. View Your Bill

You will receive a bill for every semester you're enrolled at UNE. To view your bill through TouchNet, [log in to Compass](#) and select the Payment Portal card.

B. Explore Ways to Fund Your Education

• COMPLETE THE FAFSA

The Free Application for Federal Student Aid (FAFSA) determines eligibility for all federal student aid as well as need-based UNE funds.

If you haven't already, file the FAFSA at studentaid.gov using UNE's Institution Code: **002050**. The FAFSA opens on October 1 every year and must be filed annually.

For step-by-step guidance, visit our [Applying for Aid page](#).

• ACCESS FEDERAL LOANS

Students using federal loans must accept or decline their aid and complete the Terms and Conditions requirements. **For more information, visit our [Accepting Your Financial Aid Offer page](#).**

Please note: First-time borrowers must complete the Master Promissory Note and Entrance Counseling at studentaid.gov. **Federal loans will not be disbursed until these requirements have been completed.**



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Student Financial Services Monday–Friday 8 a.m.–4:30 p.m.

(207) 602-2342 SFS@UNE.EDU

- **ACCESS PRIVATE LOANS**

For those utilizing private loans, we encourage applying as soon as an eBill is received to ensure the loans are certified by the bill due date.

Visit the [ELMSelect website](#) to view UNE's Private Lender List.

Parents may use Parent PLUS loans to borrow for their student's education. Visit [studentaid.gov](#) and click the Parent Borrowers tab to learn more. Be sure to use the PARENT FSA ID.

- **REPORT OUTSIDE SCHOLARSHIPS AND GRANTS**

Report any outside scholarships or grants you've received using our [Outside Scholarship Form](#). Federal rules require UNE to include these resources when calculating aid.

- **WORK STUDY**

You may receive work study as part of your financial aid package. To apply for on-campus jobs, work study participants must [log in to Compass](#), choose the Financial Aid card, then select Unsatisfied Requirements to submit new hire paperwork.

- **SET UP DIRECT DEPOSIT**

To easily receive overpayment refunds or work study payments, [log in to UNE Compass](#), select the General Profile card, choose the direct deposit option, and enter your banking information. Select Payroll for work study paychecks and Accounts Payable for refunds.

- **WAIVE HEALTH INSURANCE CHARGES**

You will be auto-enrolled for health insurance unless you choose to complete a waiver, which can be done from July 1 to August 30 for undergraduate students. To complete the waiver visit the [United Healthcare website](#). To learn more about health insurance charges and your program waiver dates, visit the [Health Insurance section](#) of the UNE website.

C. How to Pay Your UNE Bill

- **BILLING CYCLES**

On-Campus Undergraduate + Graduate Students		
Billing Term	Bills Sent	Bills Due
Fall	Early June	August 1
Spring	Early December	Early January
Summer	Mid-April	Mid-May

Online Students	
Bills Sent	15th of each month
Bills Due	15th of the following month

COM Students (fall only)	
Bills Sent	Early May
Bills Due	June 15

- **PAYMENT OPTIONS**

UNE accepts a variety of payment types, including online payments and mailed checks. **Payment plans are also available.**

For More Information

- Visit the [Undergraduate Bills, Payments, and Refunds](#) page.
- Visit the [Graduate and Professional Studies Bills, Payments, and Refunds](#) page.
- Visit the [Online Education Bills, Payments, and Refunds](#) page.



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