

**Welcome to the Fall 2018 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](http://www.une.edu/newstudentinstructions). For information about loan disbursement dates and refunds for each semester, go to [www.une.edu/disbursement](http://www.une.edu/disbursement).

**PAYMENT ARRANGEMENTS DUE AUGUST 1, 2018**

The enclosed bill is for the **Fall 2018 semester only!** Spring 2019 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](http://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

**COMPLETE FINANCIAL AID REQUIREMENTS (if applicable)**

Go to [www.une.edu/acceptaward](http://www.une.edu/acceptaward)

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

**Go to U-Online at [www.uonline.une.edu](http://www.uonline.une.edu), and select 1) Accept Terms & Conditions, and 2) Accept Award.**

If this is your first time borrowing federal loans at UNE, complete complete Master Promissory Note for each loan borrowed and *Entrance Counseling for Graduate Students*. Go to [www.studentloans.gov](http://www.studentloans.gov) and log in with student FSA ID.

**MAKE ARRANGEMENTS TO PAY YOUR BILL (if not utilizing financial aid to fully fund bill).**

Go to [www.une.edu/paymybill](http://www.une.edu/paymybill)

- **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.

**ENROLL IN ONLINE BILLING (TouchNet)**

Go to [www.uonline.une.edu](http://www.uonline.une.edu)

Online billing (TouchNet) provides fast and secure access to your UNE bill.

- **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](http://www.une.edu/myUNEBill) if added.
- **Enroll in UNE's Tuition Payment Plan** - Go to [www.une.edu/paymentplan](http://www.une.edu/paymentplan) for more information.

**ACTION ITEM**



(√) TASK COMPLETE

**ARRANGE FOR A REFUND (if applicable)**

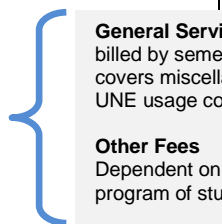
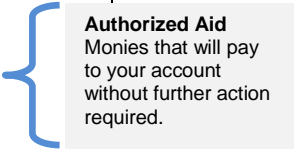
Go to [www.une.edu/directdeposit](http://www.une.edu/directdeposit)

- If funds from loans overpay your account, you may be eligible for a refund. These monies will be available after the designated Add/Drop period for your program. Refer to the *UNE Academic Calendar*. [www.une.edu/academiccalendar](http://www.une.edu/academiccalendar) for Add/Drop dates and [www.une.edu/disbursement](http://www.une.edu/disbursement) for loan disbursement dates. **Disbursement Date is NOT the refund date – refunds will arrive 7-10 business days after the disbursement date.**
- 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](http://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. **ORIGINALS MUST BE SENT** to our Accounts Payable Office (*Contact Information* below).

# Sample Bill

		<b>Student Financial Services</b> PO Box 6442 Brattleboro, VT 05302-6442 Tel. (207) 602-2425	
<b>UNE Student</b> 11 Hills Beach Road Biddeford, ME 04005		<b>Date:</b> 06/06/2018 <b>Semester:</b> Fall 2018 <b>Student ID:</b> 910xxxxxx <b>Due Date:</b> 08/01/18 <b>Amount Paid:</b>	 <b>Personal Reference Number (PRN)</b>

Term	Inv Date	Description	Charges	Credits
		* PREVIOUS BILLED BALANCE *	0.00	
FAL 18	6/6/2018	- 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 *	5520.00 85.00 45.00 55.00 <hr/> 5705.00	
				 <b>General Services Fee</b> billed by semester and covers miscellaneous UNE usage costs.  <b>Other Fees</b> Dependent on your program of study
FAL 18		-- AUTHORIZED FINANCIAL AID -- Unsubsidized Direct Loan (origination fee is deducted) * FINANCIAL AID BALANCE * <i>(*In this example, loan requirements have been completed)</i>		<hr/> 6005.00 6005.00  <b>Authorized Aid</b> Monies that will pay to your account without further action required.
<b>PAST DUE:</b>		0.00	<b>TOTAL DUE:</b> -300.00	

[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](http://www.une.edu/disbursement). Refunds will be issued after the end of the Add/Drop period or within 7-10 days of the loan adjustment. If balance remains, please make arrangements to pay your bill.

CONTACT INFORMATION	
<b>Student Financial Services</b> Phone: (207) 602-2342 Fax: (207) 602-5968 <b>Email contact form: <a href="http://www.une.edu/asksfs">www.une.edu/asksfs</a></b> Mail Payments: PO Box 6442, Brattleboro, VT 05302-6442 All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005	<b>Submit Direct Deposit Forms</b> <b>ORIGINALS MUST BE MAILED</b> <b>UNE Accounts Payable Office</b> 11 Hills Beach Road, Biddeford, ME 04005 <b>Mail a copy of voided check OR a bank authorization letter with routing &amp; account numbers.</b>