

Welcome to the Fall 2020 Semester at UNE!

Your tuition statement is enclosed.

Please review the items in blue headings and use this guide as a checklist. [Links are clickable in online format.](#)

To set up UNE accounts, go to www.une.edu/newstudentinstructions.

PAYMENT ARRANGEMENTS DUE AUGUST 1, 2020

Enclosed bill is for **Fall 2020 semester only!** Spring 2021 bills are sent in December.

Please determine items below needing completion. Payment arrangements must be in place by **August 1st** to avoid \$150 late fee.

- Loans - Apply for full academic year; calculate loan origination fees prior to finalizing loans. Go to studentaid.gov/understand-aid
- Bills - Every 30 days. Real-time billing available on TouchNet (online billing)
- Balance after financial aid - Make arrangements to pay before due date (see **Make Arrangements to Pay Bill** below)

ACTION ITEM

Check box if completed! (if applicable)

(√)

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 studentaid.gov

PROVIDE NOTIFICATION OF OUTSIDE FUNDING

Email to 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.
- 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

All students charged \$2,889 for health insurance until waiver* is completed.

- Complete waiver/enrollment process **ONLINE between July 1 - August 14. We cannot complete this process for you.**
- If waiving insurance, fee will be removed from bill (**allow 3-5 business days**).
- Complete process every year. **All students** must have proof of health insurance to start each academic year.

*Waiver requires: Insurance company name, plan name, policy & group number & insurance company address

MAKE ARRANGEMENTS TO PAY BILL

Go to www.une.edu/paymybill

- Mail a check to UNE's payment processor - Student Financial Services, PO Box 6442, Brattleboro, VT 05302-6442.
- Apply for Parent PLUS Loan - Go to studentaid.gov "Parent Borrowers" tab. Use the PARENT FSA ID!
- Apply for Private Loan - See www.une.edu/privateloans for details on UNE's Recommended Lenders.
- Make payments online at TouchNet - One-time or Tuition Payment Plan (see *Enroll in Online Billing* below).

ENROLL IN ONLINE BILLING (TouchNet)

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

Online billing provides fast, secure, and up-to-date access to your UNE bill.

- View bill and pay online - Use credit, debit, checking/savings accounts.
- Add Authorized Users (e.g. parents) - **Authorized users** access account directly at www.une.edu/TouchNet.
- Enroll in UNE's Tuition Payment Plan - Go to www.une.edu/paymentplan for more information.

REFUNDS

If funds overpay account, a refund may be available within two weeks after designated Add/Drop period for your program. Direct Deposit is available to expedite refunds. We recommend students borrow the minimum needed for expenses and return refunds to lender whenever possible. Students with a credit balance can also request book vouchers in person in the SFS offices (Biddeford or Portland).

To set-up direct deposit for student refunds: Go to [U-Online](#) > login > select personal information > select direct deposit allocation > enter bank routing number, account number, select account type, select "Accounts Payable Deposit" and save.

ACTION ITEM Check box if completed! (if applicable)	(√)
COMPLETE 3 AUTHORIZATIONS (FERPA / ONLINE BILLING/TOUCHNET / TITLE IV) Go to http://uonline.une.edu	
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.	
2. Add Authorized Users (online billing) To permit parents or others access to online billing system, add Authorized Users . Go to U-Online > <i>Student Financial Services</i> > <i>Student Accounts</i> > <i>Manage My Bill</i> > <i>Add Authorized Users</i>	
3. Answer Title IV Authorization Question 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?"	
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 Service. 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 in SFS Office OR Direct Deposit. To set-up direct deposit for Payroll: Go to U-Online > <i>login</i> > <i>select personal information</i> > <i>select direct deposit allocation</i> > <i>enter bank routing number, account number, select account type, select "Payroll Deposit" and save.</i> NOTE: Work Study funds must be earned by the student and are NOT deductions on 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 2020 tuition bill. The \$200 housing deposit is released when the student no longer resides on-campus. UNE has a 3-year residency requirement. 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, visit site to obtain parking permit for \$350; Portland students - visit site to obtain Commuter Permit for \$100 or a Bishop Street Lot Permit at no cost.	
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 credits; ¾ time: 9-11 credits; half-time: 6-8 credits Students must be full-time to be eligible for UNE Scholarships. PRN - All students assigned PRN (Personal Reference Number) - displayed in upper-right corner of monthly billing statement Campus Mailboxes - All residential students assigned mail box free of charge - Call (207) 602-2289 with questions 	
CONTACT INFORMATION	
Student Financial Services (207) 602-2342 Email: sfs@une.edu Mail Payments: PO Box 6442, Brattleboro, VT 05302-6442 All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005	