Welcome to the Fall 2021 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.

**New Students**: To set up UNE accounts, 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).

Allow 7-10 business days for refunds to arrive after disbursement day (or award changes).

**Fall Bill Due Date: August 1, 2021**

Enclosed bill is for **Fall 2021 semester only**. Spring 2022 bills are sent in December.

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

- Loans - Apply for full academic year; calculate loan origination fees prior to finalizing loans. Go to [www.studentaid.gov](http://www.studentaid.gov) for more information.
- eBills - Every 30 days - Real-time billing available on TouchNet (online billing)
- Balance after financial aid, if applicable - Make arrangements to pay before due date (see **Make Arrangements to Pay Bill below**)
- Students please set up your Direct Deposit account for refunds. Login to [U-Online](http://www.une.edu/uonline) > select the Personal Information tab > Personal Information and Settings option > Direct Deposit Allocation option > Select Accounts Payable option for refunds.
- Opt in for the electronic 1098t form where you view your eBill online.

**ACTION ITEM**

**Check box if completed! (if applicable)**

**Complete Financial Aid Requirements (Accept or decline loans)**

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

Federal loans, if applicable, will credit the bill once requirements are complete: 1) Accept Terms & Conditions and 2) Accept Award

First time borrowing federal loans? Go to [www.studentaid.gov](http://www.studentaid.gov).

- Complete Master Promissory Note(s) for Unsubsidized Direct Loan AND Grad PLUS (if applicable).
- Complete “Entrance Counseling for Graduate Students”

**Waive Health Insurance OR Enroll in UNE’s Plan (July 1 through August 17)**

Find waiver/enrollment instructions at [www.une.edu/healthinsurance](http://www.une.edu/healthinsurance)

All students in ON-CAMPUS graduate programs are charged $4,174 for health insurance UNTIL waiver* is completed.

- Complete waiver/enrollment process ONLINE between July 1 – July 29. We cannot complete this process for you.
- If waiving insurance, fee will be removed (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, Plan Name, Policy & Group Number, Company Address

The $4,174 fee is for fall/spring. If you enrolled in/waived the Summer Plan, you will need to do so again for the new academic year.

**Make Arrangements to Pay Bill** (if not utilizing financial aid for total payment)

Go to [Bills, Payment, and Refunds](http://www.une.edu/billspaymentandrefunds)

- Make payments online at TouchNet – One-time or Tuition Payment Plan (See below View Your eBill Online).
- Mail a check to UNE’s payment processor (please note mailed payments can take up to two weeks to receive and post to your student account) - Student Financial Services, PO Box 6442, Brattleboro, VT 05302-6442.
- Apply for Private Loan - See [www.une.edu/privateloans](http://www.une.edu/privateloans) for details on UNE’s Recommended Lenders (many lenders offer no-fee private graduate loans – research the benefits of federal loans before applying for private loans).

**View Your eBill Online (TouchNet)**

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

View and make payments online through our secure portal.

- View eBill and pay online (available 24/7) - Use credit, debit, ACH checking/savings accounts, no extra fee is added for online payments.
- Add Authorized Users (e.g. spouses, parents) - Authorized Users access account directly at [www.une.edu/touchnet](http://www.une.edu/touchnet).
- Enroll in UNE’s Tuition Payment Plan (by semester) – Go to [www.une.edu/paymentplan](http://www.une.edu/paymentplan) for more information.
### PROVIDE NOTIFICATION OF OUTSIDE FUNDING (if applicable)

**Email** to sfs@une.edu

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

- Notify SFS by providing copies of letters/notifications - federal regulations require consideration of outside resources before financial aid is calculated; deduct these amounts when calculating loans/payments, if documentation has been provided.

### ACTION ITEM

Check box if completed! (if applicable)

### SET UP YOUR DIRECT DEPOSIT (for refunds)

Go to U-Online

- If funds overpay your account, a refund will be available within 2 weeks after designated Add/Drop period for your program. Refer to [www.une.edu/academiccalendar](http://www.une.edu/academiccalendar) for dates.
- Enroll in Direct Deposit to expedite refunds: [Login to U-Online](http://www.une.edu/academiccalendar) > select personal information > select direct deposit allocation > enter bank routing number, account number > select account type > select "Accounts Payable Deposit" and save

### COMPLETE AUTHORIZATIONS (FERPA / ONLINE BILLING/TOUCHNET / TITLE IV)

Go to U-Online

1. **Authorization for Release of Information Form (FERPA)[optional]** - 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)[optional]** - To permit others access to online billing system, add "Authorized Users." Go to [U-Online](http://www.une.edu/academiccalendar) > Student Financial Services > Student Accounts > Manage My Bill > Add Authorized Users. Authorized users will receive email communications when the bill is ready; can make payments or set up payment plans and view the yearly 1098t tax form. **Please note:** FERPA authorization is separate from TouchNet and must be completed separately.

3. **Answer Title IV Authorization Question (required)**

   Go to [U-Online](http://www.une.edu/academiccalendar) > Student Financial Services > Award > Award by Aid Year > Resources/Additional Information. Read Additional Information and answer question: "Do you authorize UNE to apply Title IV funds to non-educational charges?"

### SUBMIT HEALTH INFORMATION (required for new students)

Mail forms to Student Health Center - Go to [www.une.edu/student-health-center](http://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 [The Permit Store](https://une.thepermitstore.com)

If you plan to use a car on campus, you must obtain a parking permit ONLINE. For Portland Campus parking, please visit this site to obtain your FREE permit.

## CONTACT INFORMATION

**Student Financial Services**  
(207) 602-2342  
Email: sfs@une.edu  
Mail Payments: P.O. Box 6442, Brattleboro, VT 05302-6442  
All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005