

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

PAYMENT ARRANGEMENTS DUE 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 1st** to avoid \$150 late fee. (Please note that we assess a 1% interest fee on the balance due on the 15th of each month that a bill remains past due).

- Loans - Apply for full academic year; calculate loan origination fees prior to finalizing loans. Go to www.studentaid.gov for more information.
- eBills - Every 30 days. Real-time billing available on TouchNet (online billing) for students and authorized users.
- 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)

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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, no fee is added for online payments.
- Add Authorized Users (e.g. parents / guardians) - **Authorized users** access account directly at www.une.edu/TouchNet.
- Authorized Users can have access to view the eBill; make payments; set up payment plans and view the yearly 1098t 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 www.une.edu/privateloans for details on UNE's Recommended Lenders.
- Make secure payments online at TouchNet – Payments will reflect on the account immediately. Pay in full or set up a Tuition Payment Plan (*see View your eBill above*).
- Mail a check to UNE's payment processor - Student Financial Services, PO Box 6442, Brattleboro, VT 05302-6442. (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.
- 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 8/17)

- **All students charged \$2,889 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 – July 29, before the bill due date. We cannot complete this process for you.**
- 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

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 for student refunds go to:** Uonline.une.edu>login>select personal information>select direct deposit allocation>enter bank routing number, account number, select account type, select "Accounts Payable Deposit" and save. We recommend students borrow the minimum needed for expenses and return refunds to lender whenever possible. Students with credits on their accounts can request book vouchers in person in the SFS offices in Biddeford or Portland.

COMPLETE 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 parent/guardians or others access to online billing system, go to [U-Online](#) > *Student Financial Services* > *Student Accounts* > *Manage My Bill* > *Add Authorized Users*. **Please note:** FERPA authorization is separate from TouchNet and must be completed separately.
- 3. Answer Title IV Authorization Question (required)**
Go to [U-Online](#) > *Student Financial Services* > *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?"

APPLY FOR A WORK STUDY JOB (if awarded)

Go to www.une.edu/workstudy in mid-August; contact employer directly to apply

- 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 deductions on the bill.

COMPLETE HOUSING CONTRACT (on-campus) or OFF-CAMPUS REQUEST (if eligible)

Go to www.une.edu/housing

- New Students - \$300 application deposit has been applied to Fall 2021 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, 2021**.
- If qualified to live OFF CAMPUS, please contact Office of Residential Housing for *Off Campus Request* 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

- 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 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: P.O. Box 6442, Brattleboro, VT 05302-6442

All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005