

MSU Electronic Billing & Payment Services

General Information:

MSU provides all students and the guest(s) they authorized with electronic bills available in STUINFO. MSU does not mail paper bills.

NOTE: <http://ctrl.msu.edu/COStudentAccounts/EbillQuestions.aspx#Pmt15>

Each student account must be paid with a separate check or money order and corresponding payment coupon. Paying multiple accounts with one check or money order will result in the payment being applied to only one account and a possible drop of classes or additional fees charged to the other accounts.

Tuition statements will be available online July 25, 2009. Students are given two to three weeks after enrollment to make payment arrangements. If you do not pay your Registration Bill by the due date, you risk being charged a Late Registration Fee of up to \$50 and possible disenrollment. If you do not pay your monthly bill by the due date, you will be charged a \$20 late payment fee on a monthly basis until the balance has been paid. In addition, interest will continue to accrue on your unpaid tuition balance if you have a tuition deferment.

Activate your MSU email account at:

- <http://netid.msu.edu> "Activate NetID" [*May be accessed 48 business hours after enrollment.*]
- Once the account has been activated notices will be sent for all bills created after the account has been activated.
- Email subject line – MSU eBill Notification [Note: the tuition statement will be available through STUINFO not sent to you through MSU email.]

STUINFO

Is a gateway to student records for many types of users.

- Login to STUINFO at: <http://STUINFO.msu.edu>
- You will need your MSUNetID and password. Your MSUNetID is your email address before the @ sign (usually eight characters).
- Also while in **STUINFO**, you will need to "confirm attendance". The "**Confirm Attendance**" link is in the middle of the screen. It is the third option listed under the "**Billing Services**" category. Click on "**confirm attendance**". That should take you to another screen with instructions. On the left hand side of that screen, you will see a column titled "Action". You should see the word "completed" in that column. If you do not see "completed", then you should click on the green button that is there instead of the word "completed". If you have any trouble, you can contact the Student Accounts Office at 517-355-8380.

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View Bills - Select menu item Online Bill Viewing

- Adobe is required to view the bills
- Free Adobe download link provided on bill viewing screen
- Example of tuition statement:
- <http://ctrl.msu.edu/download/studentaccounts/webbillstatement.pdf>.
- View STUINFO “**Account Detail**” for an itemization of tuition, fees, payments received or waiver of international fees. You will be able to print your online billing statement for your records and receipt.

Pay Bills – Select menu item Online Bill Payment

<http://ctrl.msu.edu/COStudentAccounts/EbillQuestions.aspx>

“Payment Questions” Upon enrollment, students will have three weeks to make arrangements for the initial payment.

- Master Card, American Express or Discover – a non-refundable fee will be charged (approximately 2.5% or approximately \$36 to \$47 for a three credit course through the Lifelong Education Program.) Also, be sure to “Confirm Attendance” through STUINFO.
- Electronic (ACH) Payment transfer from a US checking or savings account – free service
- Mail Check or Money Order Payment:
If you choose not to pay the bill electronically, the Payment Coupon that MUST accompany your payment can be obtained under STUINFO menu item Pay Bill, “Instructions to Mail Payments”. Cut and send the bottom portion of the page with a check, money order, traveler’s check, or cashier’s check [credit card checks for U.S. accounts only may be used for payment *only through the mail* (not electronically)] to:

[Note this is a new address]

Michigan State University

Student Accounts

16625 Collections Center Drive

Chicago, IL 60693-6625

- Wire Payment
 - University's bank, Bank of America, 2600 W. Big Beaver Rd, Troy, MI 48084, marked "for the account of the Board of Trustees, Michigan State University." The indicated ABA routing number is 026009593 and bank account number is 1935-218139.
 - If the wire is originating from outside the United States, the Swift Code is BOFAUS3N and if requested, the CHIPS (Clearing House Interbank Payments System) participant number is 0959.
 - **Please email the [Cashier's Office](#) to inform them that you are sending a wire. In your email, include: 1) your name and PID, 2) the amount you are sending, 3) where the wire is originating from and 4) that the wire is intended for your Student Account.** Transfers coming from outside the

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United States may take as long as 10-15 business days to be credited to the University's bank account.

- **It is also the sending parties' responsibility to include enough funds in their transfer to cover all fees associated with the wire transfer. [There are usually at least two fees – your bank fee and the receiving bank fee – and these run a total of approximately \$40 - \$60.**

- **<http://ctrl.msu.edu/COStudentAccounts/EbillQuestions.aspx#ElectronicBilling>**
 - Third-party invoicing or guest access for payment of tuition is also available.
 - MSU's Federal Tax Id is 38-6005-984 and the DUNS number is 053343976.

For Deferred Payment information, please see:

<http://ctrl.msu.edu/COStudentAccounts/EbillQuestions.aspx#Pmt15>

<http://ctrl.msu.edu/COStudentAccounts/paymentPlan.aspx>

Tuesday, May 04, 2004 2:10 PM

Dear Virtual University Student

Beginning July 2004 I will no longer e-mail you with your MSU account balances for payment.

MSU has designed an electronic billing program in STUINFO that we have had great success with for over a year now. As of July 2004 all bills will be available in STUINFO. SELECT MENU ITEM "ONLINE BILL VIEWING". You will need to have Adobe on your PC to view your bills. If you do not have Adobe, a link to download the program free is available on the "Online Bill Viewing" screen. Example of Bill Statement: **<http://ctrl.msu.edu/download/studentaccounts/webbillstatement.pdf>**.

Another feature we have available in STUINFO is ePayment. This will allow you to pay by an electronic check from a US bank savings or checking account. This service is free. We will also accept Discover, American Express and Master Card for a small fee. Due to our credit card contract we will no longer accept Visa. There is a convenience fee associated with all credit card payments.

The first credit card payment screen will allow you to enter the amount you wish to pay. The second credit card payment screen will display the fee that will be charged based on your payment amount. After viewing what fee will be charged for your credit card payment amount, you are

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given an opportunity to cancel the transaction.

Receiving your bills electronically DOES NOT mean you must pay electronically. You may still wire your payments or mail a check drawn on a US bank.

To view your current balance or payments made, be sure to look under “**ACCOUNT DETAIL**” in STUINFO.

When your STUINFO account has a bill to view, you will be sent an e-mail notice **to your MSU email address only** with the subject line "MSU eBilling Notification". If you have not activated your MSU e-mail address you must do so. Go to [HTTP://netid.msu.edu/](http://netid.msu.edu/) to do so. To view your eBill, login to STUINFO at [HTTP://STUINFO.msu.edu](http://STUINFO.msu.edu). Should you have questions please refer to our question and answer web site at <http://www.ctrl.msu.edu/COStudentAccounts/>. Select menu item Electronic Billing & Payment.

Should you have further questions, please feel free to e-mail me.

Philis Bukovcik
Senior Assistant Manager
Student Billing & Receivables
Michigan State University
Phone 517-355-3343
Fax 517-353-9640
Email Bukovcik@ctrl.msu.edu

NOTE INTERNATIONAL STUDENTS: If you are enrolled through the Lifelong Education Program as an international student living outside the US and are mistakenly charged the international student fee or international health insurance fee, please contact the Course Manager, Mary Anne Verleger at IFLR@msu.edu or contact student.receivables@ctrl.msu.edu Students' Accounts Receivable or Dolly Mennare mennare@msu.edu in the Registrar's Office to have these fees waived. Please provide your full name and student identification PID number on the email. Once the waiver is processed, it will be viewable under “**Account Detail**” in STUINFO <http://STUINFO.msu.edu> .

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Recommended Reading for Tuition Reimbursement:

Paying Worker Tuition Can Help Business by Joyce M. Rosenberg

<http://www.lexisone.com/balancing/articles/ap081607z.html>

Why employers should pay for employees college tuition By Msvirgo

<http://hubpages.com/hub/Why-employers-should-pay-for-employees-college-tuition>

How to Get Your Boss to Pay Your Tuition By Don Asher

<http://encarta.msn.com/encnet/Features/Columns/?article=HowGetTuition>

Paying Tuition Benefits Firms by Joyce M. Rosenberg

<http://www.mariposaleadership.com/files/user/SF%20Examiner%20-%20Hinder%20Communication%208-11-07.pdf>

How to Convince Your Employer to Pay for Your Education - Tuition Reimbursement, Tuition Assistance, and Business-College Partnerships by Jamie Littlefield

http://distancelearn.about.com/od/payingforschool/a/Tuition_Assist.htm