

### **E-BILL (Electronic Billing and Payments)**

eBilling is a web-based system on our secure internet web site which replaces paper invoices after the start of the term. Regular statements from your student account are posted to e-Bill monthly and recent transactions are available under the "recent activity" link (accessed via your S.C.O.T.S. login information). Students can authorize online access to eBill for parents and third-parties using their e-mail address (e.g. [myparent@yahoo.com](mailto:myparent@yahoo.com)). This access is authorized from the e-Bill site and the authorized party will be sent an email with a temporary password and instructions to choose their own username and password. Through this exciting technology, students can also choose payments by check (ACH), debit card, and credit card. For more information and answers to frequently asked questions, log onto [www.edinboro.edu](http://www.edinboro.edu) Keyword eBill.

### **FINANCIAL AID**

Too often, students have a financial hold placed on their account because they have not completed all steps in meeting their financial obligations to the University. When this happens, the students honestly believe they did take appropriate action to meet that obligation. If you are in doubt, check your status with the Bursar's Office (814) 732-5555 ext. 472 and obtain evidence of meeting your financial obligations. A bill for the fall semester and/or summer session will be sent to the home address, as listed in the current computer file, of each student who has scheduled. You can verify your address on S.C.O.T.S. If you have changed your home address, **YOU MUST CHANGE IT ON S.C.O.T.S. OR SUBMIT A CHANGE OF ADDRESS FORM TO THE OFFICE OF RECORDS AND REGISTRATION.** The form is available in the Office of Records and Registration, Hamilton Hall Student Services Center. Failure to have a correct address on file can result in a financial hold being placed on your account. If your financial arrangements include loans, grants, etc., you must insure that the Bursar's Office is informed and all is in order. If the Bursar's Office does not verify your financial arrangements and the account is not settled by 4:30 p.m., Friday, August 22, 2008, a financial hold will be placed on your account. If a financial hold is placed on your records, you will not be permitted to make scheduling adjustments.

### **Below are specific issues that you need to know. This information will help you avoid a financial hold being placed on your records:**

1. Financial aid applicants must apply for student assistance ninety (90) days in advance of registration to assure completion of the award process.
2. Students with grants and loans or scholarships receive automatic credit of these funds which are listed on the billing invoice as ANTICIPATED credit. Actual disbursements to the student account is contingent upon all required documents being received and occurs after the add/drop period of the term..
3. Students receiving loans not listed on their invoice must provide written evidence of loan approvals to the Bursar's Office to receive recognition of a loan in process (i.e. Stafford Loans or Parent Loans for Undergraduate Students – PLUS and Private Loan sources). Send copies of your loan disclosure statements with your invoice even if your current loan awards are greater than your charges. You must be enrolled in a degree program for at least six (6) credits to remain eligible for the loans.
4. Students receiving loans who do not participate in "Electronic Funds Transfer" must endorse (sign) their loan checks each semester in the Bursar's Office. No paper loan check transactions are made to a student's account until the check has been endorsed.
5. Loans that are sent electronically through the PHEAA Escrow Agent Service require a completed Master Promissory Note (MPN) including the borrower's signature to credit the student's account along with Entrance Counseling for first time borrowers with Edinboro University..
6. Students who have external scholarships, military scholarships, or other types of student assistance resources must attach written evidence of such when returning their invoices in order to receive credit toward current semester charges.
7. All fees for the current term must be paid or a payment plan agreement signed (as well as any past due balance owed to the University) by check, money order, credit card (Visa, MasterCard or Discover), or proof of financial aid by the billing due date for their registration to be complete. Credit card payments may be made on the web at [www.edinboro.edu](http://www.edinboro.edu) Keyword eBill.
8. Students who do not prepay by the billing due date must appear at the registration area in Hamilton Hall to make financial arrangements.
9. Students who have questions concerning late applications for student financial assistance awards may seek counseling in the Financial Aid Office, Hamilton Hall Student Services Center.

### **FINANCIAL HOLDS**

The Bursar's Office must be informed of any grants, loans, etc., which are involved in the settlement of your account. **You must return the invoice** with either full payment or verification of adequate financial aid to the Bursar's Office by **August 22, 2008** to complete financial arrangements or a hold will be placed on your account.. **A financial hold prevents ANY schedule changes from being done and the student will be automatically enrolled in the Semester Payment Plan and charged the associated fees, at the discretion of the University.**

### **REFUNDS**

Edinboro University has a coordinated system of disbursing financial aid funds. All financial programs are administered by the Financial Aid Office. Once funds are disbursed to pay tuition, fees, room and board, the Bursar's Office will refund excess financial aid proceeds to the student. As a convenience to students, EUP can now direct deposit financial aid refunds to the student's bank account. You may designate any bank, savings and loan association, or credit union in the United States that is a member of the Federal Reserve System and accepts electronic funds transfer. Student refund direct deposit authorization forms are available in the Bursar's Office, the Accounting Office, and through the Edinboro homepage (Keyword S.C.O.T.S.). Anyone not choosing direct deposit will continue to receive a University check for any excess funds; checks are printed once per week after initial term disbursement and require your student ID for pick up.