

E-BILL (Electronic Billing and Payments)

eBilling is a web-based system on our secure internet website and replaces paper invoices after the start of a 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 e-Bill login). Students can allow eBill access to parents and third-parties who must have an e-mail address (e.g. myparent@yahoo.com) and a username and password will be created so they can log on to eBill to view the charges, make payments and/or set up an installment. Through this exciting technology, you can choose payments by check (ACH), and/or credit card along with enrollment in the EUP installment plan for balances not covered by anticipated aid. For more information and answers to frequently asked questions, log onto 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.

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 sixty (60) days in advance of the beginning of a term to assure completion of the award process.
2. Students with grants, loans, or scholarships receive automatic credit of these funds which are listed on the billing invoice. Actual disbursements to the student account are contingent upon all required documents being received. Please refer to item 3 in the Financial Aid Office [Frequently Asked Questions](#) for more information on required documents.
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). 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.
6. Students who have external scholarships, military scholarships, or other types of student assistance that are not listed, 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 as well as any past due balance owed to the University by check, money order, credit card (MasterCard, American Express, or Discover), or by proof of financial aid by the billing due date for their registration to be complete. Credit card payments must be made on the web at www.edinboro.edu Keyword eBill. Students with remaining balances and have not made arrangements will automatically be enrolled in a payment plan with additional fees.
8. Students who do not prepay by the billing due date must appear at the registration area in Hamilton Hall.
9. Students who have questions concerning late applications for financial aid awards may seek counseling in the Financial Aid Office, Hamilton Hall Student Services Center.
10. Another reason students do not receive timely disbursements is missing documents. You can avoid this problem by accessing information from the Financial Aid Office [Frequently Asked Questions](#). The response for item 3 provides a step-by-step process of how to view documents that are required and those that are still OUTSTANDING, as well as documents that have been received (satisfied.)

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 21, 2009** 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 Installment Plan and charged the associated fees, at the discretion of the University.** .