Billing Instructions

Please review the information contained on this bill. All students who receive a bill and plan to attend classes must return the bottom "tear off" portion of the bill even if no balance is due. Any past due balance from previous semesters of attendance must be paid in full unless written authorization to enroll without payment has been given by the Bursar. Please mail the portion of the bill along with your check or money order in the envelope provided to our lockbox processor PNC Bank. Please do not mail cash. All checks or money orders should be made payable to Edinboro University. To pay in person, visit the Bursar's Office in Hamilton Hall during business hours Monday through Friday; we accept cash, check, money orders and (debit only) MasterCard or Visa. Payments can also be made online at www.edinboro.edu (Keyword “E-Bill”). E-Bill accepts Web Check (from checking or savings), MasterCard, American Express and Discover cards.

The financial aid listed on this bill is the only aid Edinboro University is expecting at this time to cover your bill. If you are expecting additional aid, you may include a copy of the aid not shown on this bill then deduct the amount from your balance due and pay any difference, to secure your classes. A Payment Plan option is available online, or you may use the application below, sign the agreement, and return it with your first payment (including the payment plan fee) in a remittance envelope. **NOTE: Installment reminders will be sent to the student email monthly, no paper statement will be generated. Students who do not pay their bill in full or have proof of financial aid will be automatically enrolled in the Semester Payment Plan and charged the payment plan fee, at the discretion of the University.** For questions regarding the bill, please contact the Bursar’s Office (814) 732-5555 option #2.

<table>
<thead>
<tr>
<th>2012-2013 Tuition and Fees (subject to change without notice)</th>
<th>Total Withdrawal from the University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate, per semester (12-18 credits)</strong></td>
<td>Students can withdraw from all courses and leave the University via the SCOTS system during the first 10 weeks of the semester. During the fall and spring terms, except for the application fee, tuition technology fee and advance deposits, students officially and totally withdrawing after the first class meeting may seek refund/account adjustment for tuition, health, university center, instructional service, and student activity fees according to the following schedule:</td>
</tr>
<tr>
<td>in-state $3,214.00; out-of-state $4,821.00</td>
<td>Attend class and drop by Feb 2, 2013 100%</td>
</tr>
<tr>
<td><strong>Undergraduate, per credit hour</strong></td>
<td>Attend class and withdraw by Feb 8, 2013 80%</td>
</tr>
<tr>
<td>in-state $268.00; out-of-state $402.00</td>
<td>Attend class and withdraw by Feb 15, 2013 60%</td>
</tr>
<tr>
<td><strong>Graduate, per credit hour</strong></td>
<td>Attend class and withdraw by Feb 22, 2013 50%</td>
</tr>
<tr>
<td>in-state $429.00; out-of-state $644.00</td>
<td>Attend class and withdraw by Mar 1, 2013 40%</td>
</tr>
<tr>
<td><strong>Dearborn, Earp, Lawrence Towers:</strong></td>
<td><strong>After 5th week...........................................no refund</strong></td>
</tr>
<tr>
<td>Double-per person (2 per room) Private (1 per room)</td>
<td>Students officially and totally withdrawing after the first class meeting may seek refund/account adjustment for room and meals according to the following schedule:</td>
</tr>
<tr>
<td>$2,600.00 per semester</td>
<td>Attend class and drop by Feb 2, 2013 90%</td>
</tr>
<tr>
<td>$247.50 per room</td>
<td>Attend class and withdraw by Feb 8, 2013 80%</td>
</tr>
<tr>
<td><strong>Highlands@ Edinboro University:</strong></td>
<td>Attend class and withdraw by Feb 15, 2013 60%</td>
</tr>
<tr>
<td>Semi-Suite</td>
<td>Attend class and withdraw by Feb 22, 2013 50%</td>
</tr>
<tr>
<td>$3,100 per room</td>
<td>Attend class and withdraw by Mar 1, 2013 40%</td>
</tr>
<tr>
<td><strong>Mandatory Fees</strong></td>
<td><strong>After 5th week...........................................no refund</strong></td>
</tr>
<tr>
<td><strong>Instructional Service</strong></td>
<td>Students please note the credit hour load after February 2, 2013, so as to qualify for billing as part-time students, shall not be eligible for a refund or account adjustment of amounts which exceed the part-time rate. After the drop period, refunds for tuition and fees shall be made only for full semester withdrawal. Special start and end date courses are refunded based on number of course sessions attended at point of withdrawal compared to total number of class meetings. For more information, go to <a href="http://www.edinboro.edu">www.edinboro.edu</a> (Keyword “Bursar”).</td>
</tr>
<tr>
<td>Full-time</td>
<td>Requests for refunds must be in writing and sent to the Bursar's Office in Hamilton Hall.</td>
</tr>
<tr>
<td>$339.30</td>
<td><strong>Please note:</strong> Students who reduce their credit hour load after February 2, 2013, so as to qualify for billing as part-time students, shall not be eligible for a refund or account adjustment of amounts which exceed the part-time rate. After the drop period, refunds for tuition and fees shall be made only for full semester withdrawal. Special start and end date courses are refunded based on number of course sessions attended at point of withdrawal compared to total number of class meetings. For more information, go to <a href="http://www.edinboro.edu">www.edinboro.edu</a> (Keyword “Bursar”).</td>
</tr>
<tr>
<td>$28.30</td>
<td></td>
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<tr>
<td><strong>Out-of-State Undergrad</strong></td>
<td></td>
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<tr>
<td>$509.20</td>
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<tr>
<td>$42.50</td>
<td></td>
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<tr>
<td><strong>In-State Graduate</strong></td>
<td></td>
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<tr>
<td>$N/A</td>
<td></td>
</tr>
<tr>
<td>E-BILL Semester Payment Plan Application (Monthly Installments)</td>
<td></td>
</tr>
</tbody>
</table>

The payment plan contains four (4) monthly installments due, starting January 18, 2013 and continues approximately 30 days thereafter. The payment plan fee is $40.00 and is non-refundable and installments will only be billed online via your EBILL account, no paper statement will be generated.

**Agreement:** The budget amount includes tuition, fees, room, board and must not include past due balances. Any change to an installment plan must have prior approval of the Bursar. If financial aid is awarded after a payment plan has been set up, you must continue to make regular payments until the aid is applied and the account and the balance is paid in full. A $15 late fee will be assessed for any past due installment amount. The University may with good reason discontinue or deny the payment plan option to any student. I understand and agree to abide by all of the provisions of the Payment Plan. I have read and understand the terms.

Student or Parent Signature: __________________________ Date: ____________

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- **Budget Amount**: $\_
- **4 monthly payments**: + $40 application fee $40
- **=Initial Payment due**