

## **Billing Procedures and Other Financial Information for Matriculated SMD Grad Students**

Graduate students are billed at the beginning of each semester for which they are registered. Billing dates are dependant on registration processing, but are generally during September, January and May.

**Students with an outstanding balance from a prior semester will not be permitted to register until the prior balance is paid.**

### **REQUIRED FORMS**

- Student Payment Agreement: **All students must submit a completed and signed Student Payment Agreement form before registration can be processed.**
- Health Options Selection: Full-time graduate students must file an online HEALTH OPTIONS SELECTION once each academic year, usually at the beginning of the fall term. The UHS website is: [www.rochester.edu/uhs](http://www.rochester.edu/uhs)
- Bursar Statements: Those students wishing to use employee reimbursement, third party billing or self pay options must fill out a Bursar's Statement and provide all necessary supporting documentation (please see below) at the time of registration.
- Privacy/ Confidentiality Form: **FERPA laws dictate that we must have your written permission to discuss your student account with anyone else. Forms are available in the Student Services Center.**

### **PAYMENT OF TUITION AND FEES**

A Schedule of Charges for the 2008 – 09 academic year is available on this website. Checks should be made payable to the UNIVERSITY OF ROCHESTER and submitted with the Bursar's Statement at the time of registration. OR:

Beginning in **March 2009**, The SMD Bursar's Office will also offer students and their families the option to pay bills and view statements online through **UR ePAY**.

**eBills** are electronic student billing statements that display the same information as the traditional paper billing statements: charges for tuition, fees, credits and payments. eBills are posted in **UR ePAY** each month between the 15th and 18th when you have new or unpaid charges.

**Students** can access **UR ePAY** through their Blackboard portal. From the menu on the left, click on **UR ePAY**.

Students must provide access to Authorized payers through the **UR ePAY** website before they can pay bills and view statements online.

**Authorized payers** (parents, guardians, spouses or third parties) can log into **UR ePAY** at: <https://quikpayasp.com/rochester/tuition/authorized.do>.

You or your Authorized Payers can pay online while you are in **UR ePAY**, by either eCheck or credit card. eCheck is a fast and secure method for you to pay your eBill from any checking account without having to mail a check. There is no additional charge to pay by eCheck.

To make an eCheck payment using the payment screens, provide your routing and account numbers from the bottom of your check, and the amount you wish to pay. You will receive a receipt documenting the transaction for your records. Press the question mark on the PAYMENTS page if you need help locating the routing and/or account numbers, and you will see an example to assist you.

If paying by credit card, the **UR ePAY** vendor will assess a **non-refundable 2.75% convenience fee** for providing payment services. The **UR ePAY** vendor accepts Mastercard, Discover and American Express.

Students can set up individuals (parents, guardians, spouses, or third parties) to view and pay eBills by logging onto **UR ePAY** and selecting "**Authorize Payers**". Follow the instructions on the **Authorize**

**Payers** page. Be sure to include an e-mail address so your **Authorized Payer** will receive e-mail notifications of eBill announcements.

If you choose, payment can also be accepted at the Strong Memorial Hospital Cashier's Office, after which please submit a copy of the receipt with the Bursar's Statement, so the payment can be applied to your student account. If you are paying with cash, payment can **ONLY** be made at the SMH Cashiers Office.

### **FINANCIAL AID**

Anticipated financial aid may be deducted from the amount due the University if a copy of confirmation of the aid award amount and source has been submitted to the Financial Aid Office. Only confirmed aid amounts may be deducted. Questions regarding anticipated credits should be directed to the SMD Bursar's Office (x54672).

### **THIRD PARTY BILLING**

If your bill is to be paid by a third party that must be billed directly, you must attach a note to your Bursar's Statement giving the complete billing address. You are still responsible for paying the bill on time; third party payments received after the bill is paid will subsequently be refunded to you. Any exceptions to this policy must be cleared in advance with Peg Ehmann, Bursar (G-7644D).

### **EMPLOYER REIMBURSEMENT PLAN - Available for Fall & Spring Terms Only -**

If your employer has agreed to reimburse you at the completion of the term, please attach documentation from your employer to the Bursar's Statement, and add the \$30 administrative fee to your total due. Your \$30 check **MUST** be attached to your Bursar's Statement. You will be billed in September with payment due in January or billed in February with payment due in May - students anticipating graduation must pay term bill by April 15, thus satisfying your financial commitment prior to graduation.

**TUITION REIMBURSEMENT UR EMPLOYEES** - University of Rochester employees should note that dropping, withdrawing from or failing a course will result in financial responsibility. Tuition benefits information for U of R employees can be obtained through the Benefits Office. Students receiving tuition benefits from other companies or organizations should confirm their responsibilities.

### **NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)**

Full-time students, who may be eligible, are urged to apply for TAP support each year. Since TAP awards can only be applied to tuition, those students who receive full departmental tuition scholarships will find their tuition scholarship reduced by the amount of the TAP grant (maximum \$275.00/semester). TAP applications are available from New York State Higher Education Services Corp. via the FAFSA (Free Application for Federal Student Aid) application process. All US citizens who have been New York State residents for at least twelve months are eligible to apply. The amount of the award is based upon prior year income.