



# PAYMENT INSTRUCTION GUIDE

## FALL 2015

### STEP 1

If you have not already done so, create a password through the Student Financial Services (SFS) Communication Consent form at [www.utica.edu/consent](http://www.utica.edu/consent).

### STEP 2

Determine whether you need to participate in Utica College's health insurance plan. Health insurance coverage is required for all full-time students. If you are currently insured through someone else's policy, you will need to submit a request online to waive the coverage starting after July 1, 2015. The website is still to be determined and will be accessible on our website at a later date.

If you do not have other health insurance or the waiver request is not completed, **you will automatically be enrolled in Utica**

**College's insurance plan and charged the required fee.** A waiver request must be completed every year.

### STEP 3

When your Billing Statement is ready for viewing you will receive an email at your Utica College email address. Log in to your Utica College account through the Banner Web Site at <http://bannerweb.utica.edu> and "Enter Secure Area."

### STEP 4

After viewing your Billing Statement, determine whether you will pay the amount due in full or enroll in our payment plan. Utica College's payment plan requires a down payment of 1/5 of the total charges plus a \$75 enrollment fee on or before July 10, 2015.

*If you do not plan to attend Utica College this Fall, please notify the Office of the Registrar at [Registrar@utica.edu](mailto:Registrar@utica.edu) or our office at [sfs@utica.edu](mailto:sfs@utica.edu)*

### Frequently asked questions

#### ***Why do I have to create a password to be able to speak with SFS?***

Creating a password through the SFS Communication Consent Form is the best way we have to verify your identity and secure your personal and financial information. As of June 1, 2010, students are required to provide a password to verify their identity before speaking with any member of Student Financial Services concerning offered aid, eligibility for aid and/or account information. Students can access the electronic form under the Important Forms section of the Student Financial Services webpage or at [www.utica.edu/consent](http://www.utica.edu/consent).

#### ***How do I view my bill, make a payment or enroll in a Payment Plan?***

You are able to view your bill, enroll in a payment plan and make a secure online credit card and/or electronic check payment as well as access a variety of other options by visiting banner at <http://bannerweb.utica.edu> and "Enter Secure Area." You will be prompted to enter your UC user name and password. You then click on the following: -> Student Services-> Student Account ->Access My Account.

**To View Your Bill** – Under "Your Bills" click on "View." Your charges are based on the number of credit hours for which you have registered. Your Financial Aid amounts are based on the information we have received as of the date of this billing. If you have not yet applied for Financial Aid, you can do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Until all required Financial Aid documentation is complete, your Financial Aid is estimated and is subject to change which could also result in you owing more or less at a later billing date. In addition, if you have filed your FAFSA and your enrollment is less than full-time, your complete Financial

Aid will not appear on your Billing Statement. You will need to enroll in a minimum of 12 credit hours. When this has been completed, you will receive a notice in your UC email that an updated bill is ready for viewing. We have calculated your estimated amount due by subtracting your financial aid and any payments you may have already made from your charges.

**Paying your total amount due** - If you choose to pay your balance in full, please click on *Make Payment* located the first box on the left side of your payment screen. Your payment is due on or before **July 10, 2015**.

If you opt for the Payment Plan, you need to click on *Enroll in the Fall 2015 Payment Plan* located in the second box on the right side of your payment screen. You will be required to make your down payment plus the \$ 75 enrollment fee by July 10, 2015. More detailed information is available by viewing User Guides under "New Payment Portal" on the right side of our website. You can also pay with cash, though to do so, you must appear in person. Please do not send cash in the mail.

If we do not receive a payment by July 31, 2015, you will automatically be enrolled in our payment plan and charged a \$ 75 enrollment fee.

#### ***How does the Payment Plan work?***

Enrolling in the Payment Plan allows you to pay the semester balance over a period of five months.

When you enroll, you will be required to make an initial down payment of 1/5 of the total amount due for the Fall 2014 semester on or before July 10. The amount will be calculated on the total charges less Financial Aid as of the date of your enrollment. The Fall balance is due in 4 additional installments as follows: August 10, September 10, October 10, and November 6. If you enroll after July 10, you will be required to pay the down payment, the \$ 75 enrollment fee and the first installment.

***I cannot pay the amount that is required at this time.***

***What are my options?***

If you are unable to pay the required amount you have two options:

#### **Parent (PLUS) Loan**

A Parent (PLUS) Loan is a federal loan that is available to parents of dependent, undergraduate students who are attending school. The PLUS loan is taken out for both the Fall 2015 and Spring 2016 semester and is in the parent's name.

If you would like to apply for a Parent PLUS Loan, please visit [www.studentloans.gov](http://www.studentloans.gov) to complete an application. Please be advised, only one application may be submitted and changes cannot be made to an application after its submission. If you would like to make changes to the Parent (PLUS) Loan, please contact your Student Financial Services Counselor.

A credit check is required for a Parent (PLUS) Loan. You will receive notification of approval shortly after you submit the application. If the Parent (PLUS) Loan is not approved the parent can (1) appeal the decision with the Direct Loan Program Center or (2) obtain a creditworthy endorser by completing an addendum online at [www.studentloans.gov](http://www.studentloans.gov) or (3) the student can choose to take out an additional Federal Unsubsidized Loan up to \$ 4,000 for the academic year.

To estimate the "Requested Loan Amount," double the amount that appears as your "Total Amount Due" on your Billing Statement and add \$ 500 (to allow for the deposit payment already applied to the Fall 2015 semester and Federal processing fees). We will process the amount you have indicated for the entire year (Fall 2015 and Spring 2016 semester).

#### **Alternative/Private Education Loan**

An Alternative Education Loan is an education loan in the student's name. It is not a guaranteed federal loan and must go through an approval process that usually needs a creditworthy co-signor. We encourage you to research various private loans. New York State provides a useful private loan comparison tool at [www.utica.utica.edu/loan-compare](http://www.utica.utica.edu/loan-compare). Once you have decided on a loan product you should apply directly through the lender. Borrowers will be required to submit several time-sensitive disclosures back to lenders as part of the loan process. It is important to carefully read all of the communication sent to you electronically or by mail from Utica College and your alternative

loan lender. Like the Parent (PLUS) Loan, the Alternative Education Loan is taken out for the Fall 2015 and Spring 2016 semesters. To estimate the loan amount, double the amount that appears as your "Total Amount Due" on your Billing Statement and add \$ 300 (to allow for the deposit payment already applied to the Fall 2015). Please remember that if your Alternative Education Loan covers the academic year, you do not need to send a payment. However, if the amount you choose to borrow does not cover the academic year charges or if you do not receive an approval by the July 10 due date, you must make a payment. We will finalize your payment arrangements when we receive a certification request that a loan has been approved to cover your entire balance.

***If I am not making a payment at this time and have been approved for a Parent (PLUS) or Alternative Education Loan how do I notify you so my enrollment can be finalized?***

When you receive notification that your loan has been approved, please log in to [www.utica.edu/loan\\_options](http://www.utica.edu/loan_options). You will be required to log into banner web using your secure UC user ID and password. Once this has been done, you will be brought to a form titled "Notification of Payment Arrangements." Complete the information that applies to you and click submit.

***I'll be living in the residence halls but my Billing Statement does not reflect room and board charges – why is that?***

Housing status is based on the information provided by the Residence Life Office. If your room and board charges do not appear or if room and board charges do appear and you do not intend to live on campus, please contact the Office of Residence Life at 315-792-3285 so that your housing status can be updated. When this has been completed, you will receive a notice in your UC email that an updated bill is ready for viewing. Please note: All students residing in the residence halls are required to enroll in a meal plan.

***What if I have any other questions that aren't answered here or on the Student Financial Service (SFS) website?***

Please contact the SFS office at [sfs@utica.edu](mailto:sfs@utica.edu) or 315-792-3179 and an SFS Information Specialist will be happy to help you with any questions you may have.

### **IMPORTANT**

*If you do not plan on attending the Fall 2015 please notify the  
Office of the Registrar at [registrar@utica.edu](mailto:registrar@utica.edu)  
or the Office of Student Financial Services at [sfs@utica.edu](mailto:sfs@utica.edu)*