Billing and Authorized Users

BILLING & AUTHORIZED USERS

University policy states that tuition and fees are due and payable no later than the 11th class day of the term (5th day of class for summer term).

TYPES OF BILLS

E-BILL

Tuition billing statements (e-bills) are made available online in myBill every Friday during the term. Notifications are sent to the student's email address and to any authorized user on file each week when the bill is uploaded. Each bill can be printed and is on the University letterhead.

It is the student's responsibility to view bills and to monitor their student account.

PAPER BILL

Paper bills are only sent once at the end of the term to the address on file. This is the final bill sent to students for the term and marks the 60 day period before the account is sent to collections.

AUTHORIZED USERS

WHAT IS AN AUTHORIZED USER?

An authorized user is someone the student gives access to myBill. An authorized user can:

- View bills
- View tax forms
- Make payments
- Enroll in payment plans
- View student account activity (charges and payments)

The student is the only person that can setup, give access, and remove authorized users. It is the student's responsibility to ensure the information is correct and up to date.

Release of Information

In order for the Treasurer's Office to discuss account information with anyone other than the student, the student must sign a Release of Confidential Student Financial Record Information form. The form must be completed within our office or signed by a Notary.

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