



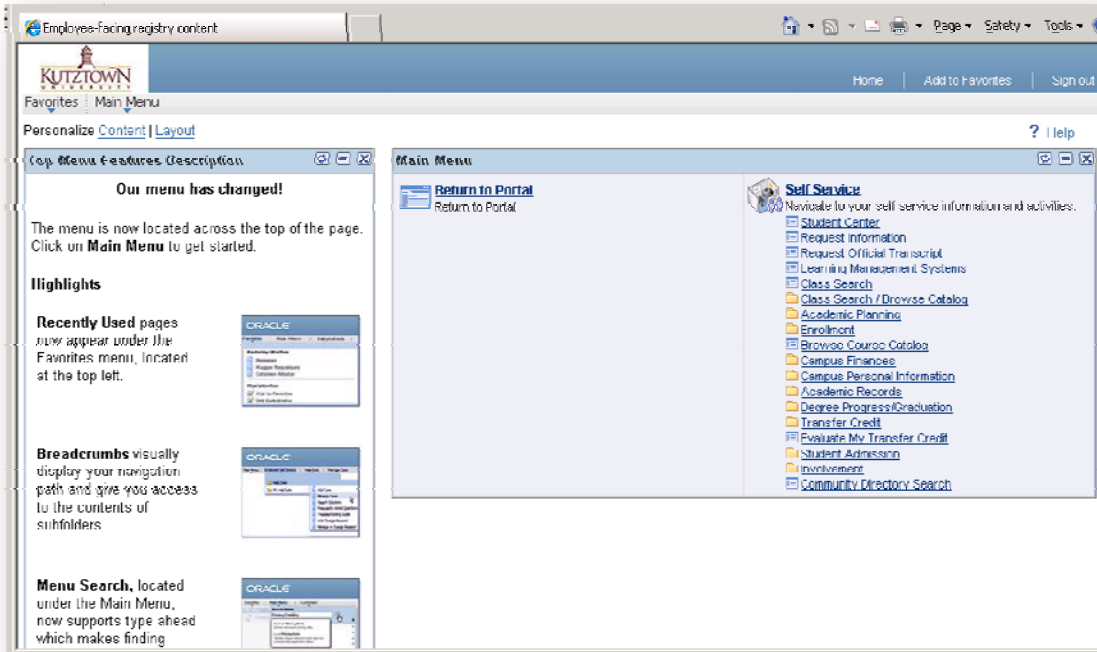
Bursar Introduction and How to Make A Payment

A screenshot of the Kutztown University login page. At the top center is the Kutztown University logo. Below it is a white rectangular box containing a login form. The form has two input fields: "User ID:" and "Password:". Below the password field is a "Sign In" button. The background of the page is a light gray.

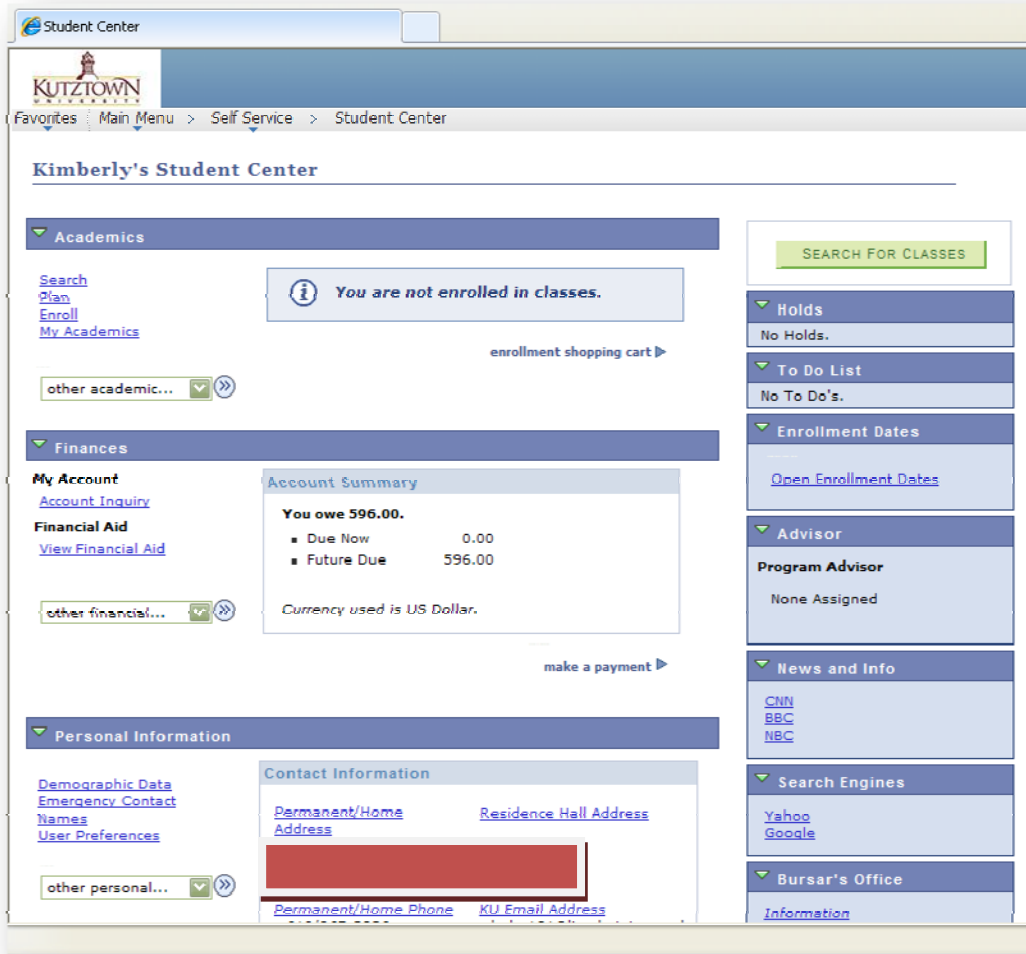
Student will log in with the information used in the previous Online Student Services – your Windows ID and password.

A screenshot of the My KU student portal. The page has a dark red header with the "My KU" logo on the left and navigation links like "Home", "Add Link", and "Sign out" on the right. Below the header is a "Main Menu" section with a "Campus Solutions" link. The main content area features a "Welcome!" message with a large image of a group of students and the text "Learn...to Make a Difference". At the bottom, there is a footer with contact information for Kutztown University of Pennsylvania and copyright information for 1994-2010.

Be aware that the appearance of all pages is subject to change at any time.



This screen is the Main Navigation page on **My KU**. Please click on the **'Student Center'** link (under Self Service) to go to the next screen, which is your *personalized* Home Page. There are 4 main sections – Academics, Finances, Personal Information and Admissions – in that order.



Holds are here – formerly known as restrictions.

Finances Section – this area will show you any Amount Due (Due Now or Future Due), and if it is Past Due it will say so. Student below has a Future Due amount (meaning the balance has not yet gone through the billing notification cycle).

The screenshot shows the 'Student Center' interface for Kutztown University. The 'Finances' section is expanded, showing 'My Account' with links for 'Account Inquiry' and 'Financial Aid'. The 'Account Inquiry' link is highlighted, and a callout box points to it with the text: 'Account Inquiry will give you details on your account.' Below this, the 'Account Summary' shows 'You owe 7,767.30.' with a breakdown: 'Due Now 0.00' and 'Future Due 7,767.30'. A 'make a payment' button is visible at the bottom right of the account summary. Below the account summary is the 'Personal Information' section, which includes 'Demographic Data', 'Emergency Contact Names', and 'User Preferences'. A callout box points to the 'make a payment' button with the text: 'Once you click the "Make A Payment" button, you will be taken to the Electronic Payments/Purchases page where you can pay with an ACH debit from a checking or savings account or with a credit card.'

This particular account shows a balance due of \$ 7,767.30. This amount is Future Due.

PLEASE NOTE: When Fall registration occurs in the Spring the amount is shown as Future Due because the tuition rates are **NOT finalized until late July**. Once the rates are finalized by the *Board of Governors*, we will update all student accounts and then proceed with the billing notification process which will assign a due date approximately 2 weeks later.

Student Center

KUTZTOWN

Favorites | Main Menu > Self Service > Student Center

Kimberly's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

You are not enrolled in classes.

enrollment shopping cart ▶

other academic... ▼ Ⓜ

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)

Account Summary

You owe 596.00.

- Due Now 0.00
- Future Due 596.00

Currency used is US Dollar.

make a payment ▶

other financial... ▼ Ⓜ

- Account Activity
- Charges Due
- Payments
- Pending Financial Aid
- View Student Permission

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

Contact Information

[Permanent/Home Address](#) [Residence Hall Address](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

News and Info
[CNN](#)
[BBC](#)
[NBC](#)

Search Engines
[Yahoo](#)
[Google](#)

Account **Activity** will be where you can see **Disbursed** Financial Aid.

Viewing **Disbursed Financial Aid** that has occurred since the conversion to **My KU**, you will click on the drop down box and choose Account Activity. Click the round button next to the drop down box to execute. Pending Financial Aid will be utilized starting with the 2011/2012 Academic Year.

Student Center

Pop-up blocked. To see this pop-up or additional options click here...

KUTZTOWN

favorites | Main Menu > Self Service > Student Center

George Harrison

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || charges due || payments || pending aid

Account Summary

You owe **7,767.30**. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 7,767.30

What I Owe				
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
Fall 2010	3,866.15			3,866.15
Spring 2011	3,901.15			3,901.15
Total	7,767.30			7,767.30

Currency used is US Dollar.

▶ Remittance Addresses

Click on the various tabs to sample the offerings on this screen.

Using Account **Inquiry**:

You will again notice the **"Make A Payment"** button that will take you to the Electronic Payments/Purchases page, or you can choose the tab directly at the top.

Student Center

Pop-up blocked. To see this pop-up or additional options click here...

KUTZTOWN

favorites | Main Menu > Self Service > Student Center

Account Inquiry | Electronic Payments/Purchases | Account Services

Make a Payment

1 2 3 4 5

1. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

A 2.65% convenience fee will be added to your Credit Card payment. We do not charge a convenience fee for eCheck transactions.

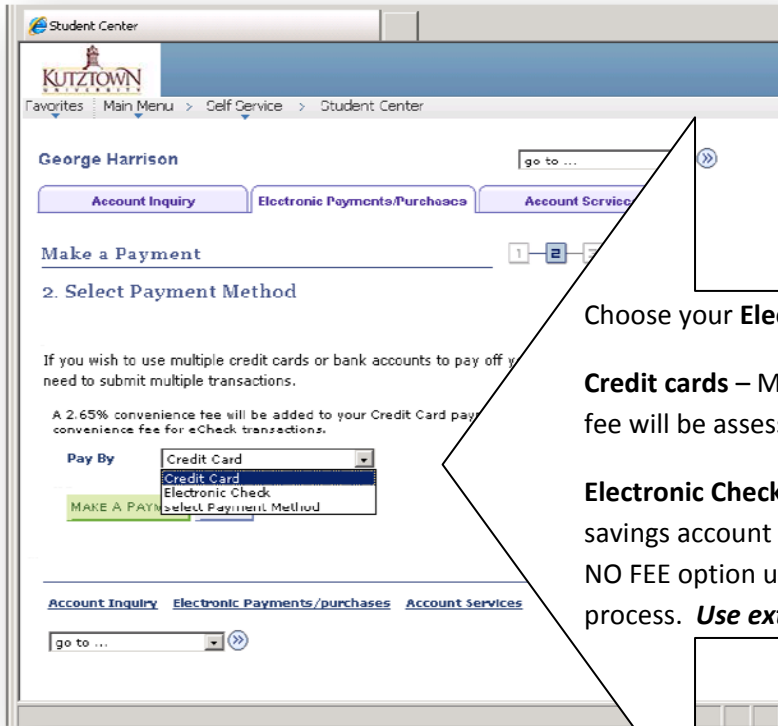
What I Owe		
Description	Outstanding Charges	Payment Amount
Kutztown University	7,767.30	<input type="text"/>

Currency used is US Dollar.

▶ My Charges

[Account Inquiry](#) | [Electronic Payments/purchases](#) | [Account Services](#)

Enter the amount you want to pay in the box. Click **NEXT**.

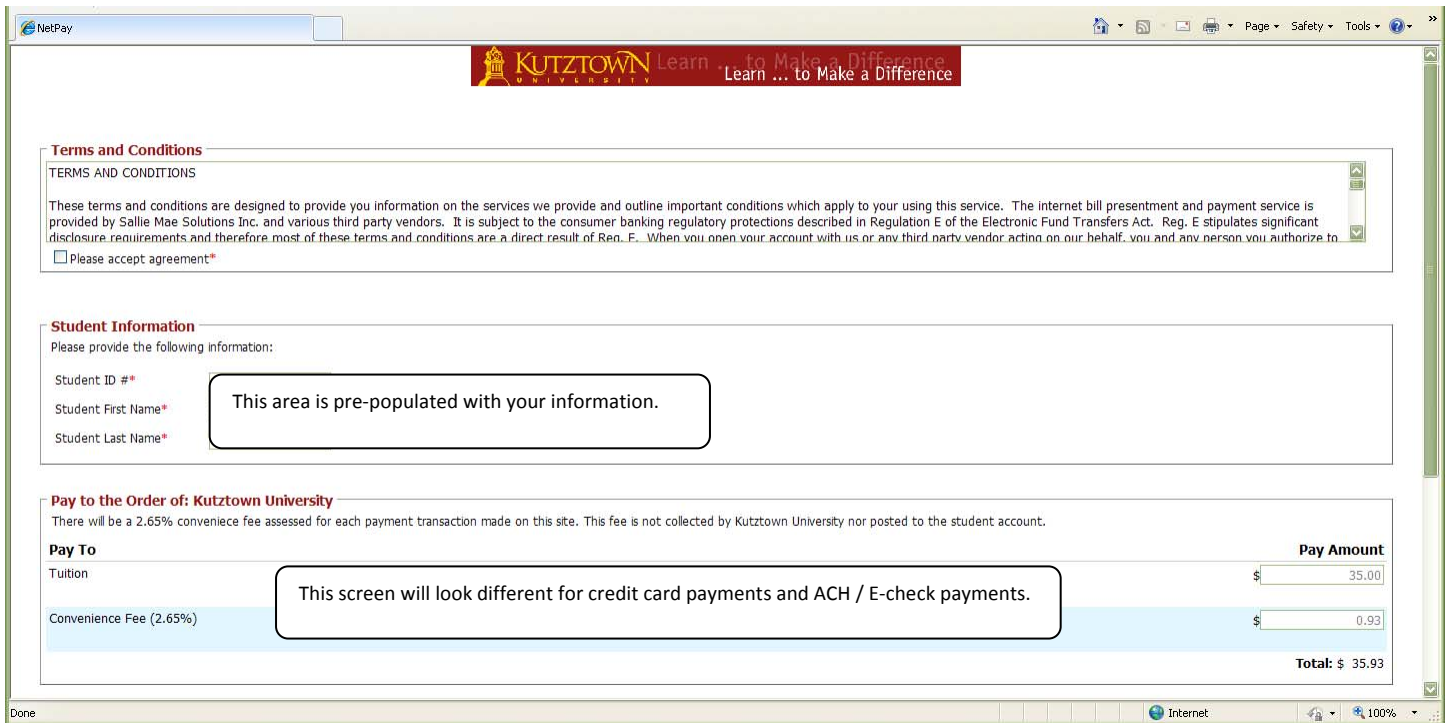


Choose your **Electronic Payment** method.

Credit cards – MC, Disc or Amex – a non-refundable 2.65% processing fee will be assessed by the credit card processor. No Visa – sorry!

Electronic Check – An ACH debit from your personal checking or savings account (bank account and routing number is needed for this). NO FEE option unless returned for insufficient funds or unable to process. *Use extra care entering account & routing #'s, go slow.*

At this point, you will be directed to the same electronic payment screens used before by our credit card processor. Their site is secured by your log in on our site. One you have completed the payment process and received your confirmation page, you can go back to **My KU** to **View the Confirmed Payment**.



PLEASE NOTE:

Electronic Checks / ACH debits may not be removed from your actual bank account for up to 3 days – it is not an immediate withdrawal. We encourage you to make a note of this commitment of payment so the funds remain available until removed. The Returned Deposited Items policy is in effect for Electronic payments as well, and if the account has insufficient funds, or they are not able to locate the account, the fee of \$25 will apply, and any schedule obtained by this payment may be removed.