

Monthly Invoice Notification

Kutztown University sends email notifications of activity in MyKU. **Paper invoices will not be mailed.**

*KU will be closed from noon 12/23/11 through 8am 1/3/12 – we will not be responding to calls or emails during this time. **Please ensure your payment arrives by the 1/3/12 due date.** Assistance with most inquiries can be found on our website: www.kutztown.edu/admin/bursar*

Please note: The amounts due on the main *Student Center* page do not account for anticipated Financial Aid or scholarships. You **MUST** look at the **actual invoice** to see the actual amount due, with any anticipated aid reductions. Using the main Student Center page figures, may cause you to overpay. Changes to your account after invoicing should be reviewed online, next invoice is Jan.

For most of you, this is your SPRING 2012 initial Email notification (any recent fall/winter charges may appear in the current activity section as well). This new monthly statement is similar to a credit card statement where it shows a prior balance, current activity, and a new balance due.

Incidental charges will not be paid with your Financial aid per federal regulations, unless you [Grant Permissions](#) to us to do so. Even if you bill shows you have enough aid to cover a minor fee like an ID replacement. See our site for the steps to do this.

1. To **View and Print your invoice:**

- a. Log into My KU (<https://myku.kutztown.edu>),
- b. Choose Student Center.
- c. Click on Account Inquiry in the Finances section.
- d. Choose the Charges Due tab - Scroll down to the Invoices Due section.
- e. Click on Print Invoice to open the pdf document and print.

2. To **Pay your invoice:**

- a. Log into My KU.
- b. Choose Student Center.
- c. Click on Make a Payment and follow the screens and steps.
 - i. Details with screen shots are available on the Bursar website listed below.
- d. **Payment options** include:
 - i. **Online options** include **E-check** (ACH debit from your checking or savings account with no processing fee), or **credit card** (Master Card, Discover or American Express – there is a non-refundable 2.65% processing fee assessed). Please enter information slowly and accurately to avoid returns. Steps to make these online payments are on our website. **(A Pop Up Blocker may appear. Please choose to ALWAYS accept Pop Ups from this site to proceed).**
 - ii. Cash or check payments can be made in the Bursar Office.
 - iii. Checks can be mailed to the Bursar Office – address on the invoice.

3. **Make your Intent to Attend**

- a. All students must do this along with payment to secure your schedule. Intent to Attend is currently only used for Fall and Spring terms. This action also allows any aid to be received timely and process as payment to your account.
- b. Failure to complete this item may result in the loss of your schedule.
- c. Log into My KU.
- d. Choose Student Center.
- e. Check the small check box and SAVE just below the schedule.

Common Topics of Concern and Where to Turn:

Financial Aid – If you don't see the Financial Aid you expected to see on your bill, that means it is not in good standing and we are not considering it as payment towards your bill. This could be because of a late loan application, late FAFSA completion, non-completion of Entrance Counseling or MPN's, loss of FA eligibility, or verification documents are still outstanding.

1. The Bursar's Office cannot defer your bill because you are working on loan matters. Only Financial Aid can do this, and ONLY if the loan is finalized, approved and been sent to us for certification.
2. You *may* need to sign up for the payment plan, make the first payment and then be reimbursed at a later date if you cannot resolve your aid matters by the due date.
3. ALL Financial Aid deferments are handled by the Financial Aid office.
 - a. 610-683-4077
 - b. financialaid@kutztown.edu

TAP/529 – If you have a TAP/529 account, please print your invoice and submit like you normally do. Provide the Bursar's Office with proof of that request submission so that we can defer your account while that payment is processed as we do understand it can take a few weeks to be sent. Please scan and email this proof, or fax it to us at 610-683-4674.

Payment Plan – Click on the payment plan link on your student center page to sign up with Tuition Pay by Sallie Mae – our plan administrator – a plan costs \$35.00. This is not a loan, but a payment plan.

Military?

You must provide proof of your benefit and contact the Bursar's Office every semester. Since benefits do expire and can be exhausted, we cannot transfer exemptions from term to term.

Employer Reimbursement? Look on our website or **Contact us today!**

Thank you for your prompt payment of the amount due! Inquiries can be made by the student to bursar@kutztown.edu or in person Room 225 Stratton Admin. Bldg. Remember we are closed 12/23/11 at noon through 1/3/12 at 8am.

Bursar's Office