

Student Accounts, Billing, Direct Deposit, and Payment Plans

New Student and Parent “To-Do” List

Review our website at <https://paymybill.uillinois.edu/> to become familiar with all of our services and policies. Please feel free to contact us with any questions.

1. Read about the Family Educational Rights and Privacy Act (FERPA) at <https://paymybill.uillinois.edu/resources/FERPA>.
2. The student should set up parents as an “Authorized Payer”. We can only discuss the student account with the student and the “Authorized Payer”.
3. The student needs to enroll in Direct Deposit for student account refunds.
4. Enroll in our *optional* Payment Plan if you don't plan on paying tuition in full by the due date. <https://paymybill.uillinois.edu/payments/PaymentPlan>
5. Note the fall, spring and summer due dates on your calendar. Fall = September 28; Spring = February 28; Summer = June 28.
6. Check your student account balance each month for incidental charges.
7. Check your University assigned email account often for important messages from the University.
8. Answers to Top Questions can be found at: <https://paymybill.uillinois.edu/resources/TopQuestions>.
9. New Student Checklist can be found at: https://paymybill.uillinois.edu/new_students/university_bursar_checklist.

Setting Up an Authorized Payer

Instructions for the Student:

- Go to <https://paymybill.uillinois.edu/Access>
- Select Student Self Service
- Select appropriate campus link
- Enter NetID and Password
- Select “Account Billing Information”
- Read Announcements and click on the “I acknowledge that I have read above”
- Select “Student Account”
- Select “Authorize Payers”
- Select “Add New”
- Enter Authorize Payer's name, email address and create a login name

Students are allowed to have up to 4 people added as Authorized Payers.

Website for Authorized Payers:

<https://quikpayasp.com/uillinois/campus/tuition/authorized.do>.

Enrolling In Direct Deposit

Instructions for the Student:

- Follow top 6 bullet items above
- Select “Direct Deposit”
- Select “Direct Deposit Enrollment”

Any U.S. checking or savings account can be used for Direct Deposit.

Viewing Your Student Account

At the beginning of each month, students will receive an email to their University email address, and authorized payers will receive an email reminding them to view their Student Account for activity. It is the student's responsibility to monitor their official University email account on a regular basis.

- Go to <https://paymybill.uillinois.edu/Access>
 - Select Student Self Service
 - Select the appropriate campus link
 - Enter NetID and Password
 - Select “Account Billing Information”
 - Read Announcements and click on the “I acknowledge that I have read above”
 - Select “Student Account”
- If you are mailing your payment, select “Download PDF” to print a copy of the payment stub. This payment stub should be mailed along with the check. The student name and UIN must be written on the check.

Payment Methods

The University accepts both e-checks and credit card payments online through UI-Pay.

An **e-check** is an electronic withdrawal from a checking or savings account at a domestic (U.S.) bank account. **Credit cards** are accepted for payment. All credit card transactions will be assessed a 2.4% service fee.

Mailed payments should be sent at least **7-10** business days prior to the due date. The student name and UIN must be written on the check. A payment stub printed from the “View & Pay Accounts” screen should be

included to ensure proper credit. Payments may be mailed to the following location:

University of Illinois Payment Center
Student A/R
28393 Network Place
Chicago, IL 60673-1283

Please note: Scholarship payments should be sent directly to the UIS Office of Financial Assistance: <https://paymybill.uillinois.edu/payments/ScholarshipPayments>

How to Make Online Payments:

- Go to <https://paymybill.uillinois.edu/Access>.
- Select Student Self Service
- Select appropriate campus link
- Enter NetID and Password
- Select "Account Billing Information"
- Read Announcements and click on the "I acknowledge that I have read above"
- Select "Student Account"
- Select the "Make Payment" icon
- Enter the payment amount, then select the payment method
- To view past online payments, select "Transaction History"

Student Insurance

Students may file for an exemption from the health insurance fee if they can provide proof of alternative coverage. The form for exemption is found at [here](#). Questions regarding student insurance should be directed to the Student Insurance Office at 217-206-7020. **Please note** - there is a deadline each semester to exempt out of the student insurance.

Tuition & Fees

Tuition assessment is based upon an hourly rate and the year the student was admitted. Students are billed the below fees based upon full-time or part-time status. Additional tuition and fee information can be found at: <http://www.uis.edu/registration/registration/>.

Mandatory Fees

Service Fee: This fee provides support for a variety of co-curricular and extracurricular activities and services benefiting the student population.

General Fee: A fee comprised of debt service, facility renewal and replacement funds, campus administrative charges, and general University overhead charges.

Health Fee: This fee is divided between Campus Health Services and the Counseling Center and supports annual operations of both services.

Academic Facilities Maintenance Fund Assessment: An assessment to support deferred maintenance and facility renovations for academic buildings.

Campus and Library Technology Assessment: This assessment supports the library to help pay for access to online journals and other materials and to Information Technology Services to help pay for servers, internet access, smart classrooms, etc.

Student Insurance Fee: The Insurance Plan provides worldwide coverage for our students. For further details regarding student insurance, please visit the UIS Student Insurance website at: <http://www.uis.edu/humanresources/studentinsurance/>.

Student to Student Grant Fee: This fee provides financial support to undergraduate and graduate students who demonstrate high financial need. This fee can be waived by contacting the Office of Records and Registration by their posted deadline each semester.

Green Fee: This fee provides funding necessary to improve our campus commitment to environmental sustainability. This fee can be waived by contacting the Office of Records and Registration by their posted deadline each semester. Full time students only.

Student Union Fee: Along with private funding, this fee provides support for the UIS Student Union.

University Bursar

Customer Service

Phone number: 217-206-6727

Email: BursarHelp@uillinois.edu

Website: <https://paymybill.uillinois.edu/>