

VU eBill - Electronic Billing

VU is implementing an electronic billing system for Project EXCEL students, sending statements for Project EXCEL dual credit courses to the student's MyVU account. The electronic billing system will be utilized in lieu of collecting payment, up front, with the student registration form.

This process, also utilized for on-campus students, allows students, or their parents, to submit an online payment using a credit card or e-check. **Instructors will no longer be responsible for collecting and submitting payments with the registration forms.**

Important notes regarding online bill pay:

- 1) After a student has been registered for a Project EXCEL course, they will receive an email from VU, confirming their course registration. They will be reminded to log into their MyVU account, confirm their preferred email address and assign an authorized payer (i.e. parent) for electronic billing purposes, if applicable. **We recommend that students add their parent as an authorized payer upon receipt of this notice. They will need a parent email address for this step.**
- 2) Once assigned, the authorized payer (parent) will receive an email with login information to access and pay the student's account balance.
- 3) **Students who register for multiple courses may receive separate notifications and bills for each dual credit course.**
- 4) Students will receive separate billing email notifications if and when a charge is placed on their account. Dual credit course fees are assessed every two weeks after the registration deadline. Depending on when the student's registration form(s) are processed, a billing statement email notification could be sent anywhere from one to 14 days after the student receives the registration notification email.
- 5) Please note that students will have **15 days to pay their account balance**, from the date in which they receive the first email notice indicating that they have an account balance.

IMPORTANT:

- Unpaid balances will put a "registration hold" on a student's account – preventing them from registering in additional VU courses, in subsequent semesters or years.
- Unpaid balances will put a "transcript hold" on a student's account and prevent them from transferring their VU credit to other institutions.
- Unpaid balances may be reported as delinquent and subject to collections.

- 6) The online payment process:
 - Gives the students, and their parents, additional time to pay for the course, beyond the September 1 registration deadline;
 - Reduces the amount of time between checks being written and cashed, and credit card information being given and processed.
 - Provides an enhanced level of security – no checks or credit card information passing through multiple channels during the registration process.

IT IS **IMPERATIVE** THAT STUDENTS VERIFY THEIR EMAIL ADDRESS, SUBMITTED IN THE ONLINE ENROLLMENT FORM, AND FOLLOW EMAIL INSTRUCTIONS TO PAY THEIR ACCOUNT BALANCE, TO AVOID REGISTRATION OR TRANSCRIPT HOLDS.

PLEASE NOTE:

- 1) *We will still need Free/Reduced Lunch eligibility verification on the paper registration forms for qualifying students so that eligible students' fees can be waived in the usual way.*
- 2) *For partner schools that utilize third-party billing - we will continue to process these bills in the same way we currently process them.*

Brightly colored flyers regarding the eBill electronic billing process will be included with the student registration packets for those courses requiring payment. PLEASE BE SURE TO HAVE STUDENTS TAKE THIS FLYER HOME TO THEIR PARENTS WHEN TAKING THE REGISTRATION FORM HOME TO BE SIGNED.

eBill

Electronic Billing

All Project EXCEL dual credit fees will not be billed, electronically, to the student's MyVU account.

We strongly encourage students to assign a parent as an Authorized Payer* by logging into their MyVU account. This authorization will allow parents to view the student's bill and make payments.

**See reverse side for instructions*

MyVU Username and Password:

New students will receive their MyVU username and password via the preferred email address entered in the Online Enrollment Form.

Returning students needing their MyVU information - go to vinu.edu and click "Sign In" (top right side of screen). Click "Need Username/Password Help?" link (bottom left screen), enter you SSN or VU student id (A number) and follow the instructions

VINCENNES UNIVERSITY

STUDENT

FINANCIAL SERVICES

eBill

Electronic Billing

All Project EXCEL dual credit fees will now be billed, electronically, to the students MyVU account.

Step by Step Instructions

1. Log in to MyVU account
2. “My Access” - “Quick Links” (left side of screen)
3. Click “Statement & Billing” under “Financial”

This will display the E-PAY site where students may:

- View Bills
- Make Payments Online
- Assign Authorized Payers by clicking “Add New” in the Parent PINS section. An email will be sent to the Authorized Payer (parent) with login information to access the student’s account.

IMPORTANT!!

Students may receive more than one billing notice for multiple course registrations. Electronic payments are due within 15 days of billing notice (check your email regularly).

Students may not register for additional VU courses, or request official VU transcripts, until all fees are paid.

Students are still responsible for all VU dual credit fees should they drop the course after their VU registration form has been submitted.