STUDENT ACCOUNTS

- OLMSTED HALL – ROOM 105
- 812-488-2565
- offstudaccts@evansville.edu
OFFICE HOURS

- MONDAY THROUGH FRIDAY  8:00 – 4:00

- FOR YOUR CONVENIENCE WE WILL BE IN THE OFFICE UNTIL NOON TODAY

- ALWAYS AVAILABLE BY PHONE OR EMAIL TO SET UP A UE PAYMENT PLAN OR ASSIST WITH BILLING AND/OR PAYMENT QUESTIONS
THE UNIVERSITY BANK

- RECEIPT ALL STUDENT ACCOUNT PAYMENTS

- CASH PERSONAL CHECKS FOR STUDENTS
  UP TO $30.00 PER DAY

- MAKE CHANGE FOR VENDING MACHINES
REFUNDS

- PROCESS REFUNDS FROM EXCESS FINANCIAL AID, INCLUDING FEDERAL LOANS

- REFUNDS RESULTING FROM EXCESS FINANCIAL AID WILL BE PROCESSED AUTOMATICALLY DURING THE FIRST 14 DAYS OF THE SEMESTER

*IF LOANS HAVE BEEN CERTIFIED, THE ELECTRONIC MPN HAS BEEN SIGNED AND THE STUDENT HAS COMPLETED ONLINE ENTRANCE COUNSELING*
BEGINNING TODAY STUDENTS CAN RESERVE BOOKS AND SUPPLIES AT THE UE BOOKSTORE AND ARRANGE TO HAVE THOSE PURCHASES CHARGED TO THEIR STUDENT ACCOUNT

ALL STUDENTS WHO RESERVE BOOKS THIS WEEKEND WILL RECEIVE A COMPLIMENTARY UE WATER BOTTLE

STUDENTS MUST HAVE A VALID UE ID
ELECTRONIC REFUNDS, STATEMENTS & BILL PAY

- ALL STUDENTS HAVE ONLINE ACCESS TO THEIR BILLING STATEMENT THROUGH WEBADVISOR

- STUDENTS CAN GRANT ACCESS TO THEIR ACCOUNT INFORMATION TO ANYONE THEY CHOOSE

- STUDENTS AND THEIR DESIGNEES CAN VIEW STUDENT ACCOUNT INFORMATION AND MAKE ONLINE PAYMENTS THROUGH WEBADVISOR (24/7)

- STUDENTS CAN ENTER BANK INFORMATION ON WEBADVISOR TO RECEIVE REFUNDS VIA DIRECT DEPOSIT
WEBADVISOR
https://webadvisor.evansville.edu
ADD BANK INFORMATION
SUBMIT BANK INFORMATION
used for student refunds only!
PARENT’S ACCESS
MY PARENTS

Perform one of the following actions for each parent/guardian you wish to grant access:

If no parent/guardian information is listed, click ADD NEW and enter the required information.

*NOTE: Entering and submitting this information will automatically grant the parent/guardian WebAdvisor access to your information.

If parent/guardian information is listed, click the appropriate link to GRANT or REMOVE information, GRANT or REMOVE WebAdvisor access.

*NOTE: Only information that has been verified by the Office of Student Accounts is eligible for GRANT or REMOVE.

My Parents

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Granted</th>
<th>Verified</th>
<th>Update Info</th>
<th>Review Info</th>
<th>Grant Access</th>
<th>Remove Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Richard L. Hamilton</td>
<td><a href="mailto:lhm@evansville.edu">lhm@evansville.edu</a></td>
<td>Y</td>
<td>Y</td>
<td>VERIFIED</td>
<td>REVIEW</td>
<td>GRANTED</td>
<td>REMOVES</td>
</tr>
</tbody>
</table>

Add New Parent

ADD NOW

SUBMIT
ENTER PARENT INFORMATION AND GRANT ACCESS

Current Students

Enter Parent Information

Required:
- First Name
- Last Name
- Email Address
- Confirm Email
- Birth Date
- Home Address
- City
- State/Zip
- Country
- Home Phone Number
- Relation Type

By submitting this information, you agree to grant webadvisor access to the individual listed above.

GRANT ACCESS
NOTICE OF ACCESS GRANTED

- WHEN A STUDENT SUBMITS THE REQUIRED INFORMATION, THEIR PARENT OR OTHER DESIGNEE WILL BE ASSIGNED A USER NAME AND TEMPORARY PASSWORD USUALLY WITHIN 72 HOURS

- ONCE ASSIGNED, THE USER NAME AND TEMPORARY PASSWORD WILL BE SENT TO THE PARENT OR DESIGNEE IN A CONFIRMATION EMAIL

- STUDENTS AND ACTIVE DESIGNEES WILL RECEIVE MONTHLY EMAIL REMINDERS WHEN BILLING STATEMENTS ARE AVAILABLE
REMOVE PARENT ACCESS
WEBADVISOR MAIN MENU

Welcome [username]

WebAdvisor gives students, staff, and the community access to our database.

Select your point of entry to the right.
MY STUDENTS

PARENTS - WEBADVISOR FOR PARENTS MENU

- Change Password
- Emergency Contact Information

My Students
- UE Payment Plan Application
- UE International Payment Plans - New Students
- Student Club Activities Parent Approval
- UE E-Policy: Prohibits Sexual Misconduct

My Students' Information

My Information

Parent Information

TEST Environment
# ELECTRONIC BILLING STATEMENT

A convenience fee of 2.5% will be added to all credit card transactions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Charges</th>
<th>Payments/Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Tuton Full TimeUG</td>
<td>14,870.00</td>
<td>0.00</td>
<td>14,870.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Activity Fee</td>
<td>363.00</td>
<td>15,022.00</td>
<td>15,022.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Art Lab Fee</td>
<td>36.00</td>
<td>15,058.00</td>
<td>15,058.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Health &amp; Wellness Fee</td>
<td>113.00</td>
<td>15,172.00</td>
<td>15,172.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Technology Fee</td>
<td>115.00</td>
<td>15,165.00</td>
<td>15,165.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Housing - Brentano Hall</td>
<td>2,615.00</td>
<td>17,780.00</td>
<td>17,780.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Block 110 Meal Plan</td>
<td>2,390.00</td>
<td>20,170.00</td>
<td>20,170.00</td>
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<tr>
<td>06/05/2012</td>
<td>2012FA</td>
<td>Deposit Allocaton</td>
<td>200.00</td>
<td>20,370.00</td>
<td>20,370.00</td>
</tr>
<tr>
<td>08/22/2012</td>
<td>2012FA</td>
<td>Student Financial Aid</td>
<td>7,200.00</td>
<td>12,570.00</td>
<td>12,570.00</td>
</tr>
<tr>
<td>08/22/2012</td>
<td>2012FA</td>
<td>Direct PLU3 Loan</td>
<td>12,900.00</td>
<td>25,470.00</td>
<td>25,470.00</td>
</tr>
<tr>
<td>08/22/2012</td>
<td>2012FA</td>
<td>UE Academic Sch</td>
<td>8,000.00</td>
<td>33,470.00</td>
<td>33,470.00</td>
</tr>
</tbody>
</table>

**TOTALS:** $20,308.00  $13,400.00  $6,908.00

Colleague ID 00000006  Mrs. Rebecca M. Hamilton

A 1.5% finance charge is assessed monthly on any outstanding balance.

If you are on the UE Monthly Payment Plan, please make your scheduled payment to be received no later than the 6th day of the month.

Questions??? Call:
- Residence Life Office  (812) 488-2996
- Financial Aid Office  (812) 488-2600
- Student Accounts Office (812) 488-2364
- Scholarships Office  (812) 488-2364

**MAKE A PAYMENT**
EMAIL A COPY OF THIS STATEMENT TO MY UE APPROVED EMAIL ACCOUNT
CHARGES YOU SHOULD SEE

- FULL TIME TUITION AND MANDATORY FEES

- SOAR FEE

- ON CAMPUS STUDENTS: HOUSING AND MEAL CHARGES

- OTHER POSSIBLE CHARGES - DEPENDING ON ACTUAL REGISTRATION - MIGHT INCLUDE:
  - ART FEE
  - LAB FEE
  - APPLIED MUSIC FEE
CREDITS AND PAYMENTS YOU SHOULD SEE

- $200.00 FROM ADMISSION DEPOSIT
- PENDING UE, FEDERAL, AND STATE FINANCIAL AID
- ESTIMATES OF THE PLUS OR DIRECT LOANS FOR WHICH WE HAVE RECEIVED AN APPLICATION AND THE ELECTRONIC MPN HAS BEEN SIGNED
- OUTSIDE SCHOLARSHIPS THAT HAVE BEEN RECEIVED IN THE OFFICE OF FINANCIAL AID
CREDITS YOU WILL NOT SEE

- Loans for which the university has not received the loan request form

- Work Study – WS is earned from actual job placement. WS earnings will be processed through regular bi-weekly payroll. Students can choose to have WS earnings applied as payment on their student account or as a direct deposit in a personal bank account.

- Miscellaneous outside scholarships not yet received in the office of financial aid or those given directly to the student.
AVAILABLE PAYMENT OPTIONS

1. ONE SEMESTER PAYMENT

2. TWO SEMESTER PAYMENTS

3. UE PAYMENT PLAN
PAYMENT OPTION # 1
FULL SEMESTER PAYMENT

- PAY THE TOTAL FALL SEMESTER BALANCE ON OR BEFORE AUGUST 15

- WE ACCEPT CASH, CHECK, E-CHECK, OR AUTOMATIC DEBIT FROM A CHECKING OR SAVINGS ACCOUNT

- IN ADDITION WE WILL ACCEPT VISA, MASTERCARD, DISCOVER AND AMERICAN EXPRESS CREDIT CARDS

CREDIT CARD PAYMENTS ARE SUBJECT TO A SERVICE FEE OF 2.5% OF THE PAYMENT AMOUNT
PAYMENT OPTION # 2
TWO SEMESTER PAYMENTS

- PAY A MINIMUM OF 50% OF THE FALL SEMESTER BALANCE ON OR BEFORE AUGUST 15

- THE REMAINING BALANCE, ALONG WITH A 1.5% INTEREST CHARGE, WILL BE DUE ON SEPTEMBER 15

- CASH, CHECK, E-CHECK, AUTOMATIC DEBIT FROM A CHECKING OR SAVINGS ACCOUNT OR ONE OF THE AVAILABLE CREDIT CARD OPTIONS
PAYMENT OPTION # 3
UE PAYMENT PLANS

- Payments are calculated on the total annual charges minus certified financial aid.
- The net annual cost is divided by the number of payments you choose: 12, 10, or 9.
- No monthly interest charges.
- Low annual set up fee:
  - $75.00 for automatic debit from a checking or savings account.
  - Choice of two due dates – 5th or 20th of the month.
  - Or $100.00 for coupons - payments by cash, check, e-check or credit card are due on the 5th of each month.
  - Credit card payments are subject to a 2.5% service fee.
- 5 grace days - payments received after the 10th day of the month will be assessed an $18.00 late payment fee.
HOW TO APPLY FOR A MONTHLY PAYMENT PLAN
SETTING UP A MONTHLY PAYMENT PLAN

MONTHLY PAYMENT PLAN

Your Monthly Payment Plan WebAccess Information Center

Create your WebAccess Account Today

>> CLICK HERE TO ENROLL IN A UNIVERSITY OF EVANSVILLE MONTHLY PAYMENT PLAN

>> If you have already enrolled in the University of Evansville Monthly Payment Plan by phone, mail or in person, please use your University 7 digit student ID number and the password you received on your confirmation email. You will be instructed to reset your password for future visits at your initial login.

Your 7 digit Student ID: [ ]

Password: [ ]

Submit

Login to Your Existing WebAccess Account

>> If you already have an existing WebAccess account, login here.

Your 7 digit Student ID: [ ]

Last 7 digits of student ID: Use leading zeros to pad the number

Password: [ ]

I forgot my Password

Submit
PAYMENT PLAN REVIEW
ADJUSTMENTS AND RE-BUDGET NOTICES

• AUTOMATIC PLAN REVIEW - DONE IN OCTOBER AND JANUARY OR ANYTIME AT THE REQUEST OF THE PLAN HOLDER

• THE MOST COMMON ADJUSTMENTS INCLUDE:

  • CREDITS - OUTSIDE SCHOLARSHIPS RECEIVED BY THE SCHOOL, OR WORK-STUDY EARNINGS APPLIED DIRECTLY TO THE STUDENT ACCOUNT

  • CHARGES – BOOKS AND SUPPLIES, APPLIED MUSIC FEES, LAB FEES OR FRATERNITY DUES

• IF A PAYMENT ADJUSTMENT BECOMES NECESSARY THE ACCOUNT HOLDER WILL BE NOTIFIED BY EMAIL WITH THE NEW BUDGET AND MONTHLY PAYMENT AMOUNT
Jurdy Green™

OH—HE'S BUSY PAYING OUR BILLS ONLINE
MAKE A PAYMENT

View Bills

Current Year
- 02/15/2014
- 06/06/2014
- 08/15/2014
- MAKE A PAYMENT

Return To Menu
**PAY ON MY ACCOUNT**

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

**PARENTS**

**Pay on My Account**

Financial Aid pending amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance</th>
<th>Description</th>
<th>Total Charges</th>
<th>Payments</th>
<th>Financial Aid Remaining</th>
<th>Payment Plans</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Second Summer Session 2015, Student Receivables</td>
<td>15,410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring Semester 2015, Student Receivables</td>
<td>15,410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter Intersession 2014, Student Receivables</td>
<td>15,410.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount Due 15,410.00

Payment Type:
- Electronic Check Payment
- MasterCard Payment
- Discover Payment
- American Express Payment
- Visa Payment

**TEST Environment**
Electronic Check Entry

How do I find the routing number, account number, and check number?

* = Required

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>325.00</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Payment Amount</td>
<td>325.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing Number</td>
<td>9999999999</td>
</tr>
<tr>
<td>Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Check Number</td>
<td>1</td>
</tr>
<tr>
<td>Driver’s License</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Name on Check</td>
<td>Becky Hamilton</td>
</tr>
<tr>
<td>Address</td>
<td>1800 Lincoln Ave.</td>
</tr>
<tr>
<td>City</td>
<td>Evansville</td>
</tr>
<tr>
<td>State/Province</td>
<td>Indiana</td>
</tr>
<tr>
<td>Postal Code</td>
<td>47722</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ph9@evansville.edu">ph9@evansville.edu</a></td>
</tr>
</tbody>
</table>

By supplying the requested information and completing this transaction, I hereby authorize the University of Evansville to initiate debit or credit entries to the financial account I specified payable to the University of Evansville or to their agent, in the amount of $925.00. This transaction will be processed on 06/10/2015 and in the event that this electronic payment is returned unpaid for any reason, I understand that a $30.00 return fee will be added to my student account. Please print or retain a copy of this authorization for your records.

To revoke this authorization agreement you must contact the Office of Student Accounts at 812-488-2365 or ofs@students.evansville.edu.

Submit
PAYMENT CONFIRMATION

Payment Acknowledgement

Thank you for your online Electronic Check Payment

Receipt No: 000193328
Date/Time: 06/10/2015 10:24:03
Merchant: University of Evansville
1800 Lincoln Ave
Evansville IN 47722

Accountholder: [Redacted]
Account Type: Student Receivables
Term: 2014/WI Winter Intercession 2014
Amount: $25.00

Convenience Fee: $0.00
Total Amount: $25.00

Payment Method: Electronic Check Payment
Control Number: 4548235
Authorization Code: 4548235
Transaction Number: Payment on account
Description: Payment on account
Total Amount: $25.00

OK
COMING SOON!

STUDENT FINANCE SELF-SERVICE
SPRING REGISTRATION

EARLY NOVEMBER

- An outstanding student account balance of $500.00 or more, or a delinquent UE payment plan payment, will result in a registration hold.

- Other situations that might result in a registration hold include unresolved parking or library fines.
QUESTIONS?