ACCOUNTS RECEIVABLE

0880 Beardshear Hall (ground floor)

(515) 294-7388 | ubill@iastate.edu | www.ubill.iastate.edu
OVERVIEW

What is AccessPlus?
How to update your Address?
What is CyCash?
What is a U-Bill?
Where is my U-Bill?
Who can see my U-Bill?
Who can discuss my U-Bill?
How can I pay?
Are payment plans available?
Why do I need to set up Direct Deposit?
WHAT IS ACCESSPLUS?

- University Bill (U-Bill)
- Third Party Access
- Financial Aid
- Class Registration
- Grade Report and Unofficial Transcript
- Schedule of Classes and Locations
- Address Maintenance
- Department of Residence Options
- Job Board
- CyCash
- Direct Deposit
**How to Update Your Address?**

**Address Change**

**Use this form to change your In-Session, Interim, and Parent Address Information. Updates will be processed within one business day of submission. Address changes will not be updated to the ISU Online Phone Book until the last working day of the week. If you are no longer enrolled at ISU, please update your Interim Address, Phone Number and Non ISU E-mail.**

**IMPORTANT REMINDERS:**

- Be sure to review and update your ISU Alert emergency notification information.
- Change your ISU Directory Information privacy options.

<table>
<thead>
<tr>
<th>In-Session Address</th>
<th>Interim Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street:</strong> 111 4TH ST</td>
<td><strong>Street:</strong> 111 4TH ST</td>
</tr>
<tr>
<td><strong>City:</strong> NEVADA</td>
<td><strong>City:</strong> NEVADA</td>
</tr>
<tr>
<td><strong>State:</strong> Iowa</td>
<td><strong>State:</strong> Iowa</td>
</tr>
<tr>
<td><strong>Zip:</strong> 90207</td>
<td><strong>Zip:</strong> 90207</td>
</tr>
</tbody>
</table>

**Phone:**

- ISU E-mail: crystalp@iastate.edu
- Non ISU E-mail: crystalmost@yahoo.com

**Parent/ Guardian Address**

- (Used primarily for notification of honors, events, etc. Check box and Give Name and Address for a Relative other than Parent or Guardian when appropriate.)

- Parent
- Guardian
- Spouse
- Other
- None

- **Title:**
- **Name:** RANNEY SHERRY RAY
- **Street:** 104 MULBERRY ST
- **City:** MASON
- **State:** Iowa
- **Zip:** 90853

**Submit:**

Send comments and questions about your current Student Address to the Office of the Registrar or call 515-294-1480. Note: Address changes will not be processed via e-mail.

Your name, ISU e-mail address, in-session address and phone number, curriculum and year in school will be published in the ISU Directory (phone book) during semesters when you are registered unless you request that your information be suppressed. To restrict release of your information, update your privacy preferences for your ISU Directory Information. See the confidentiality policy for more information.
WHAT IS CYCASH?

CYCASH = **OPTIONAL**

**MONETARY VALUE** ADDED TO ISU CARD

**MAX CHARGE** = $50

**USES:**
- LAUNDRY
- VENDING
- PARTICIPATING DINING LOCATIONS
WHAT IS A U-BILL?

- **U-BILL** = UNIVERSITY BILL
- **ELECTRONIC BILL**
- **VIEWABLE IN ACCESSPLUS ON THE 1ST**

WHAT WILL BE CHARGED TO MY U-BILL?

- TUITION & FEES
- HOUSING
- MEAL PLANS
- MISCELLANEOUS UNIVERSITY CHARGES
- BOOKS (OPTIONAL)

DUE ON THE 20TH
WHERE IS MY U-BILL?
WHO CAN SEE MY U-BILL?

ONLY THE STUDENT CAN SEE THE U-BILL...

...ADDITIONAL ACCESS CAN BE GRANTED FOR A PARENT OR THIRD PARTY BY THE STUDENT

THIRD PARTY ACCESS
SEPARATE ID & PASSWORD FROM STUDENT USED BY PARENT OR THIRD PARTY STUDENT = ADMINISTRATOR VIEW BILL ONLINE PAY BILL ONLINE
THIRD PARTY ACCESS
WHO CAN **DISCUSS** MY U-BILL?

ONLY THE STUDENT... unless the ACCOUNT INFO RELEASE is completed.

**STUDENT** = ACCOUNT OWNER/1ST PARTY

**3RD PARTY** = ANYONE OTHER THAN THE STUDENT

ACCOUNT INFO RELEASE

ALLOWS MOM, DAD, OR OTHER 3RD PARTY TO CALL OUR OFFICE AND **DISCUSS** THE DETAILS OF THE STUDENT’S U-BILL.
Account Information and Authorization Release

I authorize ISU to release educational record information as it relates to my university receivables account to the following individual(s). I understand that this authorization partially waives my rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 which provides students with a number of rights regarding their educational records. I also understand that this authorization can be revoked only by me at a time I so choose. A copy of the billing statement can be sent for a $8.00 fee per semester.

Name: [Enter Name]
Address Line 1: [Enter Address Line 1]
Address Line 2: [Enter Address Line 2]
Address Line 3: [Enter Address Line 3]
City: [Enter City]
State: [Select State]
Zip Code: [Enter Zip Code]
Phone Number: [Enter Phone Number]
Email Address: [Enter Email Address]

Choose one of the following options:
- Information Release only
- Email Notification and Information Release
- Mail Statement and Information Release ($8.00 fee)

Delete this record
Update
HOW CAN I PAY?

ONLINE
PAY WITH A CHECKING OR SAVINGS ACCOUNT IN ACCESSPLUS

DROP BOX
LOCATED ON GROUND FLOOR OF BEARDSHEAR HALL
PAY WITH A CHECK OR CERTIFIED FUNDS

MAIL
SEND CHECK OR CERTIFIED FUNDS TO
ISU TREASURER’S OFFICE
1220 BEARDSHEAR HALL
AMES, IA 50011

WRITE
STUDENT NAME
AND
UNIVERSITY ID
NUMBER
ON PAYMENT

CREDIT/DEBIT CARD
PAYMENTS ARE
NOT ACCEPTED
FOR U-BILL PAYMENTS

INCLUDE
PAYMENT SLIP
WITH PAYMENT
EDUCATIONAL SAVINGS ACCOUNTS
EDUCATIONAL SAVINGS ACCOUNT (ESA) & 529 PLAN PAYMENTS ARE ACCEPTED

CONTACT YOUR PLAN ADMINISTRATOR

DO THEY REQUIRE AN INVOICE TO RELEASE FUNDS?

YES, REQUIRES INVOICE
1.) GO TO WWW.UBILL.IASTATE.EDU
2.) COMPLETE ESA REQUEST FORM
3.) SUBMIT TO ACCOUNTS RECEIVABLE OFFICE

NO INVOICE REQUIRED
WORK DIRECTLY WITH PLAN ADMINISTRATOR TO HAVE FUNDS SENT TO ISU

NOTE: IF THE U-BILL BALANCE IS NOT 100% COVERED BY THE ESA/529, IT IS THE STUDENT’S RESPONSIBILITY TO PAY THE REMAINING BALANCE BY THE DUE DATE
INTERNATIONAL BANK-TO-BANK

WESTERN UNION BANK-TO-BANK TRANSFER
INITIATED IN ACCESSPLUS
INTERNATIONAL CURRENCY OF YOUR CHOICE
(CONVERTED TO US DOLLARS)
Funds transmitted to ISU ELECTRONICALLY
TYPICALLY POSTED IN 3-5 DAYS AFTER YOUR BANK INITIATES PAYMENT
NO ADDITIONAL CHARGES FROM WESTERN UNION OR ISU
Pay Bill Online Directly from your Bank Account

Pay Bill Now

Continuous Direct Debit Payment

By paying the minimum due you may be assessed the $20 deferred billing fee for the current semester.

On all continuous direct debit payments that have been created prior to the funds request date regardless of the
at least 2 business days prior to the 20th of the current month in order to be deducted for that month.

International U-Bill Payment

You can make home through Western Union’s Bank to Bank transfer. This option allows you to pay in your own currency with

International Bank to Bank Payment
Pay Account Using Western Union's Bank to Bank Transfer

Payments should reach your Iowa State U-Bill account typically three to five business days after your bank initiates payment. Enter the amount you would like to pay.

**University ID** 2864196
**Name** PURDY
**Current Balance** $385.41
**Minimum Due** $285.41

Amount to Pay [385.41] (Specify Amount to Pay in US Dollars)

Do not pay more than the Current Balance. Payments greater than the Current Balance of your U-Bill may be returned to the initiating financial institution.

**Confirmation**
Please confirm that the information is correct and then click on the Continue button to be directed to the Western Union website. Follow the instructions on the Western Union website. You may need to enable pop-ups on your computer. When you have completed the information necessary to initiate your international bank to bank payment close your browser and you will be re-directed to AccessPlus.

**University ID** 2864196
**Name** PURDY
**Current Balance** $385.41
**Minimum Due** $285.41
**Payment Amount(US$)** $385.41

Please click on the Continue button to open the Western Union application.

Please remember to Click on the Final Return to Home Page button to get back to AccessPlus.
ARE PAYMENT PLANS AVAILABLE?

**PAY IN FULL**
NO ADDITIONAL FEES

**DUE DATES:**
FALL = AUGUST 20
SPRING = JANUARY 20
SUMMER = MAY 20

**NOTE:** YOU MAY HAVE ADDITIONAL MISCELLANEOUS CHARGES THROUGHOUT THE SEMESTER

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**MONTHLY PAYMENT PLAN**
$50 ANNUAL FEE

PLAN ENROLLMENT REQUIRED

AUTO-DEBIT FROM CHECKING OR SAVINGS ON 20TH OF EACH MONTH (REQUIRED)

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**DEFERRED BILLING PLAN**
$20 FEE PER SEMESTER

MINIMUM PAYMENTS FOR FIRST 3 MONTHS OF EACH SEMESTER

MINIMUM PAYMENTS SHOWN ON U-BILL EACH MONTH
MONTHLY PAYMENT PLAN

$50 ANNUAL FEE (DEDUCTED WITH FIRST MONTHLY DEBIT)

COVERS FALL/SPRING

ENROLLMENT OPEN MID-MARCH THROUGH MID-JULY IN ACCESSPLUS

PARENT/THIRD PARTY MAY SET UP THROUGH THIRD PARTY ACCESS

AUTO-DEBIT FROM CHECKING OR SAVINGS ON 20TH OF EACH MONTH (REQURED)

<table>
<thead>
<tr>
<th>Payment Plan</th>
<th>Enrollment Deadline</th>
<th>First Deducted Payment</th>
<th>Fall Semester Charges Paid by</th>
<th>Last Deducted Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month</td>
<td>April 16</td>
<td>April 20</td>
<td>September 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>11 month</td>
<td>May 18</td>
<td>May 20</td>
<td>October 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>10 month</td>
<td>June 18</td>
<td>June 20</td>
<td>October 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>9 month</td>
<td>July 16</td>
<td>July 20</td>
<td>November 20*</td>
<td>March 20</td>
</tr>
</tbody>
</table>

*if a balance remains outstanding, the payment plan may be under-budgeted. Refer to U-Bill in AccessPlus for outstanding balance.
MONTHLY PAYMENT PLAN

The first debit from your bank account will include the $50 enrollment fee.

Iowa State University Monthly Payment Plan

Beginning Date: 04/20/2015
12 Monthly Payments

Ending Date (MM DD CCYY): 03/20/2016

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Credits - Please enter applicable amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: 6,646.00</td>
<td>Scholarships: 0.00</td>
</tr>
<tr>
<td>Fees: 1,088.00</td>
<td>Grants: 0.00</td>
</tr>
<tr>
<td>Room: 4,279.00</td>
<td>Loans: 0.00</td>
</tr>
<tr>
<td>Meal Plan: 3,791.00</td>
<td>Additional Payments (including 529 funds or education savings account): 0.00</td>
</tr>
</tbody>
</table>

Addtional Payments: 0.00

Books: 1,000.00 (Estimated)

Misc: 600.00 (Average Annual Amount)

Misc charges could include, but not limited to, cycash, special course/lab fees, parking permit/fines, athletic tickets, student health charges, etc.

Total Expenses

Net Budgeted

Enter your figures.

Pre-populated figures.
DEFERRED BILLING PLAN

$20 FEE PER SEMESTER

MINIMUM PAYMENTS FOR FIRST 3 MONTHS OF EACH SEMESTER

MINIMUM PAYMENTS SHOWN ON U-BILL EACH MONTH

NO SIGN-UP NECESSARY – SIMPLY PAY THE MINIMUM DUE BY THE 20TH OF EACH MONTH

**FALL**
- AUGUST 20
- SEPTEMBER 20
- OCTOBER 20

**SPRING**
- JANUARY 20
- FEBRUARY 20
- MARCH 20

**SUMMER**
- MAY 20
- JUNE 20
- JULY 20
WHY DO I NEED TO SET UP DIRECT DEPOSIT?

FOR A TIMELY REFUND!

AVAILABLE FINANCIAL AID IS APPLIED DIRECTLY TO CHARGES ON U-BILL 4-5 DAYS BEFORE CLASSES BEGIN.

ANY EXCESS FUNDS ARE REFUNDED VIA DIRECT DEPOSIT INTO CHECKING OR SAVINGS ACCOUNT OF YOUR CHOICE.

SET UP IN ACCESSPLUS.
WE’RE HERE TO HELP!

WALK-IN ADVISING AVAILABLE

SUMMER MON-FRI 7:30 AM - 4:00 PM
SCHOOL YEAR MON-FRI 8:00 AM - 4:30 PM

0880 Beardshear Hall (ground floor)

(515) 294-7388 | ubill@iastate.edu | www.ubill.iastate.edu
ISU CARD

LOST CARD:
REPORT
IMMEDIATELY

• AccessPlus: A+Home Tab, ISU Ids

• Card Office: Room 0530 Beardshear Hall or call 515-294-2727

• If activated as U.S. BANK ATM/Debit Card

ALSO CALL: U.S. Bank - 800-US BANKS   800-872-2657
Make Your ISUCard
The Only Card on Campus!

If you choose to open a U.S. Bank Student Checking account and turn your ISUCard into your ATM/debit card, U.S. Bank makes it easy for you to manage your money with these great benefits:

• No monthly maintenance fee and no minimum balance¹
• Free ATM transactions at 5,000+ U.S. Bank ATMs and 3,000+ branch locations in 25 states
• Four free non-U.S. Bank ATM transactions per statement period²
• Free Online and Mobile Banking³
• Free email and text alerts³
• Free online statements⁴
• Free first order of U.S. Bank logo checks
• Millions of PIN debit point-of-sale locations nationwide
U.S. BANK ATM Locations on Campus

1. Memorial Union West (accepts deposits)
2. Memorial Union Food Court
3. Memorial Union Bookstore
4. Maple/Willow/Larch Commons
5. Frederiksen Court
6. Parks Library
7. Hub
8. College of Design
9. Union Drive Commons
10. College of Veterinary Medicine
Disclosures:
usbank.com/iowastate

All regular account opening procedures apply. $25 minimum deposit to open an account. Fees for non-routine transactions may apply. 2. A surcharge fee will be applied by the ATM owner, unless they are participating in the MoneyPass network. 3. You may be charged access fees by your carrier dependent upon your personal plan. Web access is needed to use Mobile Banking. Check with your carrier for details on specific fees and charges. 4. Optional paper statements available, for a fee. Deposit products offered by U.S. Bank National Association. Member FDIC.

After a competitive selection process, Iowa State University chose U.S. Bank as its partner to offer students, faculty and staff the option to add banking functionality to the ISUCard. Iowa State University receives financial support from U.S. Bank primarily in the form of royalties and card stock which is used to support the ISUCard and other student programs. Students, Faculty and staff are not required to open an account with U.S. Bank to receive the ISUCard and they do not need to have a U.S. Bank account to use their ISUCard for other card-authorized campus services.

Questions about the University’s partnership with U.S. Bank may be directed to the ISUCard Office at 515-294-2727 or by email to idcard@iastate.edu