ACCOUNTS RECEIVABLE

0880 Beardshear Hall (ground floor)

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

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 CyCash?
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.

<table>
<thead>
<tr>
<th>Additional Address 1</th>
<th>Additional Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

Select 'International' for international address

If an email address is entered, ubill notices will be sent to this address.

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Release only</td>
</tr>
<tr>
<td>Email Notification and Information Release</td>
</tr>
<tr>
<td>Mail Statement and Information Release ($8.00 fee)</td>
</tr>
</tbody>
</table>

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
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

**Monthly Payment Plan**
$50 annual fee
Plan enrollment required
Cover Fall/Spring
Auto-debit from checking or savings on 20th of each month (required)

**Deferred Billing Plan**
$20 fee per semester
Minimum payments for first 3 months of each semester
Minimum payments shown on U-Bill each month
$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 (REQUIRED)

<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.

<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>
<tr>
<td>Books 1,000.00</td>
<td>½ amount budgeted due by August 20 - remaining due by January 20</td>
</tr>
<tr>
<td>Misc 600.00</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

Total Expenses

Net Budgeted
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
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
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
WHAT IS CYCASH?

CYCASH = **OPTIONAL**

**MONETARY VALUE** ADDED TO ISU CARD

**MAX CHARGE** = $50

**USES:**
- LAUNDRY
- VENDING
- PARTICIPATING DINING LOCATIONS
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