Iowa State University
Accounts Receivable Office

University Billing and U
ACCOUNTS RECEIVABLE

0880 Beardshear Hall (ground floor)

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

Third Party Access: Update Account Profile

- Third Party Login ID: 19570744
- Name: Cy Cyclone
- Status: active

Third Party access privileges for this account can be added or updated from the list below.

- **Account/U-Bill**
- **Address Change**
- **Admissions**
- **Campus Dining**
- **Campus Housing**
- **Campus Org Events**
- **Class Registration**
- **Class Schedule**
- **Current Stdent Info**
- **CyCash**
- **Degree Audit**
- **Direct Deposit**
- **Emergency Contact**
- **Enrollment Cert**
- **Financial Aid**
- **Grad Stdent Status**
- **Grades&Transcripts**
- **Graduation**
- **Health Insurance**
- **ISU Alert**
- **Payroll Info**
- **U-Bill and Prior Statements**
- **Pay Bill Online**
- **Monthly Pmt Plan**
- **MPP Summary**

Submit

Before you submit, you must accept the Account/U-Bill terms and conditions. You are required to do this each semester to enable access by your third party account.

To allow Iowa State University to release information in person or over the phone to a third party, you must provide their name and address on the Account/U-Bill Account Info Release.

- **Campus Dining**
- **Class Schedule**
- **CyCash**
- **Financial Aid**
- **Grades&Transcripts**
- **Tax Info (1099)**
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: __________________________
Address Line 1: __________________________
Address Line 2: __________________________
Address Line 3: __________________________
City: __________________________
State: __________________________
Zip Code: __________________________
Phone Number: __________________________

Select 'International' for international address

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

Email Address: __________________________

- 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
## Are Payment Plans Available?

<table>
<thead>
<tr>
<th>Pay In Full</th>
<th>Monthly Payment Plan</th>
<th>Deferred Billing Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Additional Fees</td>
<td>$50 Annual Fee</td>
<td>$20 Fee per Semester</td>
</tr>
<tr>
<td><strong>Due Dates:</strong></td>
<td><strong>Plan Enrollment Required</strong></td>
<td><strong>Minimum Payments for</strong></td>
</tr>
<tr>
<td>Fall = August 20</td>
<td><strong>Cover Fall/Spring</strong></td>
<td><strong>First 3 Months of</strong></td>
</tr>
<tr>
<td>Spring = January 20</td>
<td><strong>Auto-Debit from Checking or Savings</strong></td>
<td><strong>Each Semester</strong></td>
</tr>
<tr>
<td>Summer = May 20</td>
<td><strong>On 20th of Each Month (required)</strong></td>
<td><strong>Minimum Payments shown on U-Bill each month</strong></td>
</tr>
</tbody>
</table>

Note: You may have additional miscellaneous charges throughout the semester.
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 (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 18</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 16</td>
<td>June 20</td>
<td>October 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>9 month</td>
<td>July 18</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.
The first debit from your bank account will include the $50 enrollment fee.

Iowa State University Monthly Payment Plan

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Credits - Please enter applicable amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Scholarships: 0.00</td>
</tr>
<tr>
<td>Other</td>
<td>Grants: 0.00</td>
</tr>
<tr>
<td>Books</td>
<td>Loans: 0.00</td>
</tr>
<tr>
<td>Misc</td>
<td>Additional Payments (including 529 funds or education savings account)</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Beginning Date:** 04/20/2015 | **Monthly Payments:** 12 | **Ending Date (MM DD CCYY):** 03/20/2016

**Room and Meal Figures are estimated.**

**Meal Plan:** 3,791.00

**Books:** 1,000.00 (Estimated)

**Misc:** 600.00 (Average Annual Amount)

**Total Expenses: 7,447.00**

**Total Credits 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?

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 FOR A TIMELY REFUND!
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

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