University Billing and U
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.

**In-Session Address**

(Where you live while classes are in session)

- **Street:** 911 4TH ST
- **City:** NEVADA
- **State:** NV
- **Zip:** 89414

**Interim Address**

(Where you want your mail sent between terms)

- **Street:** 911 4TH ST
- **City:** NEVADA
- **State:** NV
- **Zip:** 89414

**Phone:**

- **ISU E-mail:** crystal.paste.state.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:** MASSENA
- **State:** NY
- **Zip:** 13661

Submit: Reset

Send comments and questions about your current student address to the Office of the Registrar or call 515-294-1840. Note: Address changes will 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. Unpublished information is not being suppressed.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?

**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**

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

Additional Address 1
Additional Address 2

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
U-Bill
Prior Statements
Account Info Release
Authorize Aid
Direct Deposit Signup
Gift Certificate
Monthly Pmt Plan
MPP Summary
Pay Bill Online
Payroll Deduct Signup
Semester Summary
Terms/Conditions
1098T Signup
Billing Inquiries
Contact Us
Fee Pmt Information
Student Loan History
EDUCATIONAL SAVINGS ACCOUNTS

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 t
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

Could home through Western Union’s Bank to Bank transfer. This option allows you to pay in your own currency wh
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 284196
Name PURDY
Current Balance $385.41
Minimum Due $385.41

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 redirected to AccessPlus.

University ID 284196
Name PURDY
Current Balance $385.41
Minimum Due $385.41
Payment Amount (US$) $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

**MONTHLY PAYMENT PLAN**
- $50 ANNUAL FEE
- PLAN ENROLLMENT REQUIRED
- COVERS 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
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>
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</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 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.
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</td>
<td>Scholarships 0.00</td>
</tr>
<tr>
<td>Fees</td>
<td>Grants 0.00</td>
</tr>
<tr>
<td>Room</td>
<td>Loans 0.00</td>
</tr>
<tr>
<td>Room and Meal</td>
<td>Additional Payments (including 529 funds or education savings account) 0.00</td>
</tr>
<tr>
<td>Figures</td>
<td>due by August 20 - remaining due by January 20</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>Total Credits Net Budgeted 0.00</td>
</tr>
<tr>
<td>Books</td>
<td>Estimated 1,000.00</td>
</tr>
<tr>
<td>Misc</td>
<td>(Average Annual Amount) 600.00</td>
</tr>
</tbody>
</table>

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

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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 balance
• 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 period
• Free Online and Mobile Banking
• Free email and text alerts
• Free online statements
• 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
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Sign up for a U.S. Bank Student Checking account at any
U.S. Bank branch, call 800.US BANKS (872.2657) or apply online
at usbank.com/iowastate

On-Campus U.S. Bank ATM Locations
Maple/Willow/Larch Commons, Frederiksen Court, Parks
Library, Hub, College of Design, Union Drive Commons,
College of Veterinary Medicine, Memorial Union - West,
Bookstore & Food Court

U.S. Bank Branch Location
Ames University Office | 515.292.2638
2546 Lincoln Way, Ames, IA 50014

All of us serving you®

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.

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