Complete Student Accounts Packet

Welcome to Asbury University! Students who have been admitted to the University and who have completed course registration will receive by mail a Student Accounts Information Packet. This packet includes information about the important steps that you will need to take prior to the start of your semester related to your Student Account. It is important that students respond in a timely manner to the information that is covered in this packet.

STUDENT ACCOUNTS PACKET STEPS TO SUCCESS
1. Review all instructions provided by the Student Accounts Office
2. Review your Student Accounts Facts Sheet. Your Facts Sheet outlines your upcoming student account charges prior to the official drop/add deadline for the semester.
3. Review, complete and return the Statement of Financial Responsibility and the Privacy Act Notice Forms. These forms must be completed and returned prior to the start of the semester.

Student Accounts Pathway Tip!
Understand, Seek, Monitor and Connect are the key actions for successfully managing the financial experience of your education.
- **UNDERSTAND** the financial obligations related to your education
- **SEEK** help when you have questions about your student account
- **MONITOR** your student account regularly
- **CONNECT** with a Student Accounts office representative for more information

Set Up Your MYBUSINESS Plan
Through the MyBusiness Portal (http://www.asbury.edu/mybusiness), students gain access to the tools needed for managing their finances with Asbury University. Your MyBusiness account gives you access to the following features:

**MyAsburyBills:**
- Pay Bills to Asbury.
- View your Asbury Billing Statement.

**MyPayments:**
- Review Asbury Payments.

**MyFunds:**
- Select your method of Refund/ Paycheck disbursement. (See the Refund/ Paycheck enrollment information below).
- View a summary of your refund/paycheck disbursements.

HOW TO ENROLL:
- Simply visit asbury.edu/mybusiness to enter the ‘MyBusiness Portal’.
• From the ‘MyBusiness Portal’, select the ‘MyFunds’ tab, choose the option that is best for you and follow the easy steps to complete your enrollment.
  • No-Fee Sallie Mae Student Checking Account- (Ensure that your pop-up blockers are turned off, while selecting the ‘No-Fee Student Checking Account option).
  • Deposit to an existing checking account (United States Banks only)
  • Deposit to an existing savings account (United States Banks only)

MySallieMaePayment Plan:
Asbury University tuition payment plans are administered by Sallie Mae®. These plans offer convenient, manageable ways to pay your tuition and fees in interest-free monthly installments, rather than one lump sum. Students and Additional Payers can set up automatic payments, pay online through a checking or savings account or pay by credit card. Payment plans are interest free, making them a great alternative to traditional student loans. You can also use a plan in conjunction with traditional student loans and other financial aid.

HERE’S HOW THEY WORK: Tuition payment plans administered by Sallie Mae® offer you the opportunity to pay the cost of the semester through interest-free, monthly plans. When you enroll, you will be charged a non-refundable application fee of $30 per semester. Students will be notified of payment plan enrollment deadlines in the Student Accounts Packet that they receive by mail after completing course registration.

Payment Plan Enrollment Deadlines-
Fall Semester
4 Payment Plan: July 31st
Spring Semester
4 Payment Plan: January 31st

MyProfile:
• View your personal ‘MyBusiness’ portal profile information.
• Invite other payers.
• View/Change your MyBusiness’ portal login information.
• View your bank account profiles.

Complete Financial Registration
After students have registered for courses, they should complete Financial Registration through the Asbury University Online Services Portal. Here you will register your vehicle (Note: Vehicle registration applies to Wilmore, KY campus-based students only and does not apply to students enrolled in online programs) and have access to your Online “Fact Sheet”. Your Fact Sheet outlines your upcoming student account charges prior to the official drop/add deadline for the semester. Fact Sheets will periodically update online for your reference as changes are made to your Registration and/or Financial Aid Offer.
Pre-Billing
After course registration is completed, students will receive a soft billing statement which will outline the charges placed on their student accounts. This statement will provide information about a student’s next steps for meeting the financial obligations for the semester.

Monitor Your Student Account
It is important that students regularly monitor their Student Account. Students can access Student Accounts information online through the Asbury University Online Services Portal. Your Student Accounts Pathway to Success requires staying informed about the financial obligations of your education.

Student Accounts Pathway Tip!
Make it a practice to review your Student Account information at least once per week. This will help you to stay apprised of any actions that need to be completed regarding your Student Account. Failing to act in a timely manner on action items related to your student account can result in registration and transcript holds.

Student Account Charges Posted
Student account charges are officially posted after the official drop/add deadline for the semester. You may view your charges online through the Asbury University Online Services Portal. Students should be aware that changes made to course registration may result in changes to your Student Account information. Students should also be aware that any charges posted to your account after the drop/add deadline may result in changes to your Student Account information.

For students who are not using financial aid or for students who do not have enough pending financial aid to cover their anticipated charges for the semester, payments are due by the first day of the semester. Please note that the first day of the semester may arrive prior to the first day of your first class. It is important that students make timely payments. Late payments may result in interest and/or additional fees.

Student Accounts Pathway Tips!
Students need to pay particular attention to any charges that are posted on their student account after the official drop/add deadline for the semester. For instance, Asbury University Bookstore charges that are incurred after the drop/add deadline may result in changes to your financial obligations to the University.

Monthly Billing
Monthly bills are provided electronically through the Asbury University Online Services Portal. Students may access their monthly bills by selecting the Student Account option within the Online Services Portal.