

Student Billing Account

Upon admittance to the University of Oregon a student billing account is established in the student's name. This account is used for most charges incurred at the university. All students are sent a Revolving Charge Agreement that explains the terms and conditions of the account. Students are asked to complete and return the Revolving Charge Agreement to acknowledge that they've read and understand the terms and conditions of their student billing account.

Charges

Most charges that a student incurs on campus will be reflected on the student billing account, such as: Tuition, Mandatory Fees, Matriculation Fee, Resource Fees, Room & Board, Tuition & Fee Penalties, Parking Fines, Health Center Charges, Library Fines, Course Fees, Self Support, etc.

All admitted students pay a one-time Matriculation Fee during their 1st term. Colleges within the university have Resource Fees, based on a student's major and are charged each term the student is registered for classes.

During the academic year, Tuition and Fee Penalties are assessed when the student reduces their credit hours after the 7th calendar day of the term. A penalty is the percentage of the tuition and/or fees owed, in which the student was registered for. To view the Refund Schedule, click on "Calendars" from the Registrar's website at: <http://registrar.uoregon.edu>.

Some classes at the university are self-supporting, meaning the university does not receive state funding for them. These courses have a fee attached to them in lieu of regular tuition charges. The most common examples are Basic Math, Basic English, various online classes and weekend seminars.

Many Students find that Fall term is more expensive than the remainder of the academic year. Room and Board charges are not divided equally throughout the academic year. Students are billed for 40% of the Room and Board charges in the Fall term, 35% in the Winter Term and 25% in the Spring term.

The University of Oregon bookstore is a separate entity; therefore, books and supplies will not appear on the student's billing account.

Billing & QuikPAY®

The university uses an electronic billing system called *QuikPAY®* to bill students for charges incurred. Electronic billing statements are generated on a monthly billing cycle and are produced around the fifteenth of each month. Payments are due on the first day of the following month, and are considered past due if received after the ten day grace period. Past due balances are assessed a monthly billing charge plus interest after the 10th of each month. The first billing statement for Fall term will be sent in September, Winter term in December, and Spring term in March.

When the statement is available online, an electronic notification will be sent to the student's official UO email address. To ensure receipt of the electronic billing notifications it is recommended that students add our email address, stubills@uoregon.edu, to their email address book.

Once students have been assigned their UO ID and PAC number, they can access their UO email by activating their Duck ID at: <https://account.uoregon.edu/login.jsp> Duck ID provides access to email, wireless, modems and Blackboard. Students should use their UO ID number as the username and their PAC number as the password for the first login.

Students access *QuikPAY®* by:

- Logging into Duckweb using their UO ID & PAC
- Selecting "Student Menu"

- Selecting "*QuikPAY®* Student Account"
- Selecting "*QuikPAY®* Electronic Billing/Payment"

Parents, Guardians & Third Parties

In compliance with the Family Educational Rights and Privacy Act (FERPA), student billing accounts are considered confidential to the student. For students who have a third party, such as a parent or guardian that will be inquiring, viewing or making payments on the student billing account, the student will need to establish the third party as an "Authorized Payer" on the *QuikPAY®* system.

Students can establish multiple authorized payers. For students who want to add an authorized payer, follow the instructions for accessing *QuikPAY®* and then:

- Select "Authorized Payers" from the list of options on the left
- Click on the "Add New" button
- Enter the authorized payer's name, email address, create a login name & temporary password
- Click on the "Add" button
- Notify the person you have authorized and provide them with their login name and temporary password

Once the student establishes an authorized payer an email notification will be sent to the authorized payer's email address notifying them that they have been established as an authorized payer. The login name will be provided within the email. The student must provide the authorized payer with the temporary password to be used for the first login to the *QuikPAY®* system. The system will prompt the authorized payer to change to a permanent password. Authorized payers will access *QuikPAY®* through a link in the email or on the web at:

<https://quikpayasp.com/uoregon/studentAccount/authorized.do>
Please book mark this page for future reference.

Students and authorized payers can view the bill, make an online payment or print a copy of the bill.

Payments

Electronic payments are private, secure, fast and a convenient method for paying the bill from anywhere in the world.

On each billing statement, there will be the option of paying the Statement Balance, Total Due, or Minimum Due (three monthly installments). If the Minimum Due method is selected, interest and billing charges will be assessed on the unpaid balance. Payment of Total Due or Statement Balance must be received by the end of the grace period to avoid interest and billing charges. Payments apply to interest and billing charges first, then to the oldest charges on the account. Room and Board charges are assessed in three monthly installments each term, and do not accrue interest if paid by the 10th of each month.

Payment methods:

- Electronic payment from a checking or savings account made online by the student or authorized payer (using a bank account in the United States)
- Mail payment with bottom portion of printed electronic bill to the address on the billing statement
- Pay in person at our Cashier's Office located on the first floor of Oregon Hall.
- Place payment in the yellow drop boxes inside and outside Oregon Hall.

In order to register for the following term, all past due charges and at least a minimum of the current term's charges must be paid. If you have unexpected financial problems, please contact our Collections Department at (541) 346-3215.

Financial Aid

Financial aid and scholarships will be disbursed to the student's billing account when the student meets all eligibility criteria.

Financial aid loans, grants, fee waivers and university scholarships are awarded for the academic year with the disbursements divided into three equal installments.

Financial aid disbursements will show on the first billing of each term as "Pending Financial Aid". Financial aid is reflected in the Minimum Due, Total Due and Statement Balance.

Parent Loans

Parent Loans are disbursed to the student's billing account. When there is a combination of student financial aid and a Parent Loan, the Parent Loan is applied to the student's charges first.

When there is a credit balance after all charges have been paid a refund is issued first to the student, up to the amount of financial aid in the student's name, plus any excess from the Parent Loan, if the parent selected the student to receive the refund. After the student has been issued a refund and a credit balance still remains, a refund is issued to the parent, if the parent opted to receive the refund. Parent Loan refunds are mailed approximately two weeks into the term.

Outside Scholarships

Outside scholarships received by the university are provided to students in three ways:

- Checks that are made payable to the University of Oregon are automatically disbursed to the student's billing account
- Checks that are made payable to both the University of Oregon and the student, will require the student to endorse the check at the Cashier's Office before disbursement.

- Checks that are made payable to the student will be released to the student by the Cashier's Office at the beginning of each term.

Without specific instructions from the donor, the university's policy is to disburse scholarships of \$2500 or less in full. Scholarships over \$2500 are automatically disbursed in three equal installments for the three terms of the academic year.

Outside scholarship checks need to include the student's name and UO ID number and should be mailed to:
UO Cashiers
PO Box 3237
Eugene, OR 97403-0237

Credit Balances & Refunds

When the financial aid and scholarships exceed the charges on the student's billing account, the credit balance will be refunded.

The most expedient method for students to receive refunds is through direct deposit into the student's bank account.

Direct Deposit

Sign up for Direct Deposit online via Duckweb.

- Select "Student Menu"
- Select "Direct Deposit"
- Select "Update".

If you need assistance establishing direct deposit, contact the Student Loans Department at (541) 346-1250.

For those without direct deposit, a financial aid refund check will be disbursed by the Student Loans Department located on the first floor of Oregon Hall for the first two weeks of each term/semester. Thereafter, all refund checks will be mailed to the students mailing address of record.

For this reason, it is recommended that students establish direct deposit or ensure that the mailing address is kept current at all times.

New Student Check List

- ✓ Read, sign and return the Revolving Charge Agreement
- ✓ Activate your Duck ID to have access to your UO email account
- ✓ Establish Authorized Payer's on your student billing account
- ✓ Set up Direct Deposit
- ✓ Add stubills@uoregon.edu to your email address book to ensure receipt of electronic billing notifications

Student's UO ID Number: _____

QuikPAY® Authorized Payer's Information

Login: _____

Password: _____

The password that the student created is a temporary password. You must change the password the first time that you login. The login name and password are upper and lower case sensitive, can have no spaces and must be at least 6 characters long.

To ensure receipt of the electronic billing notifications, it is recommended that authorized payers add our email address, stubill@uoregon.edu to their email address book.

Authorized Payer's URL
<https://quikpayasp.com/uoregon/studentAccount/authorized.do>



UNIVERSITY
OF OREGON

STUDENT BILLING

Charges
Electronic Billing Statements
Payments
Credit Balances & Refunds



Office of Business Affairs

Student Billing Department
PO Box 3237
Eugene, OR 97403-0237
(541) 346-3170

Email: stubills@uoregon.edu

We are located on the first floor of Oregon Hall

For more information, visit our web site at:
<http://baowww.uoregon.edu/student-services.htm>