

# Student Business Services

sbs.umbc.edu

Вітати أهلا وسهلا

*Willkommen*

환영합니다

WELCOME 欢迎

*Bienvenidos*

**BINE AȚI VENIT**



Karibu Bem-vindo

ยินดีต้อนรับ

Selamat Datang

**BENVENUTO**

ようこそ

*Bienvenue*

Hoş geldiniz स्वागत

## Our Services

- Student Business Services is the office that bills students, collects tuition and fees, and issues student refunds.
- SBS processes student payments, tuition remission, military waivers, and posts payments to student accounts from outside agencies.
- SBS answers questions regarding student accounts, tuition & fees, the Monthly Payment Plan (MPP), accounts in collections, College Pre-Paid Funds and Perkins Loans.
- SBS is located on the third floor of the Administration Building.

*We're here to help you!*

## Our Website sbs.umbc.edu



The screenshot shows the website for Student Business Services (SBS) at UMBC. The header includes the UMBC logo and navigation links: A-Z Index, myUMBC, Events, Directory, and Maps. A search bar is present with the text "Enter Search Terms". The main banner features a photograph of students and the text "STUDENT BUSINESS SERVICES". Below the banner is a yellow navigation menu with links: SBS MAIN, TUITION, BILLING, PAYMENTS, PAYMENT PLAN, PERKINS LOANS, HELP, and FINANCIAL SERVICES. The main content area is titled "Welcome Students" and contains introductory text about SBS, followed by links for "View and Print Your 1098-T", "Pay by International Wire", and "Orientation Presentation". On the right side, there are three sections: "Parents" with links for Agency Payments, FERPA, Log in to make an online payment, Parent Connection, Parent Pin-Login, Payment Plan, and Tuition Remission; "UMBC Community" with links for Departmental Deposits, Departmental Scholarships, Financial Aid and Scholarships, myUMBC, Off Campus Billing, and Registrar's Office; and "Student Privacy" with a link for Disclosure of Information. The footer includes the UMBC logo, contact information, and social media links.

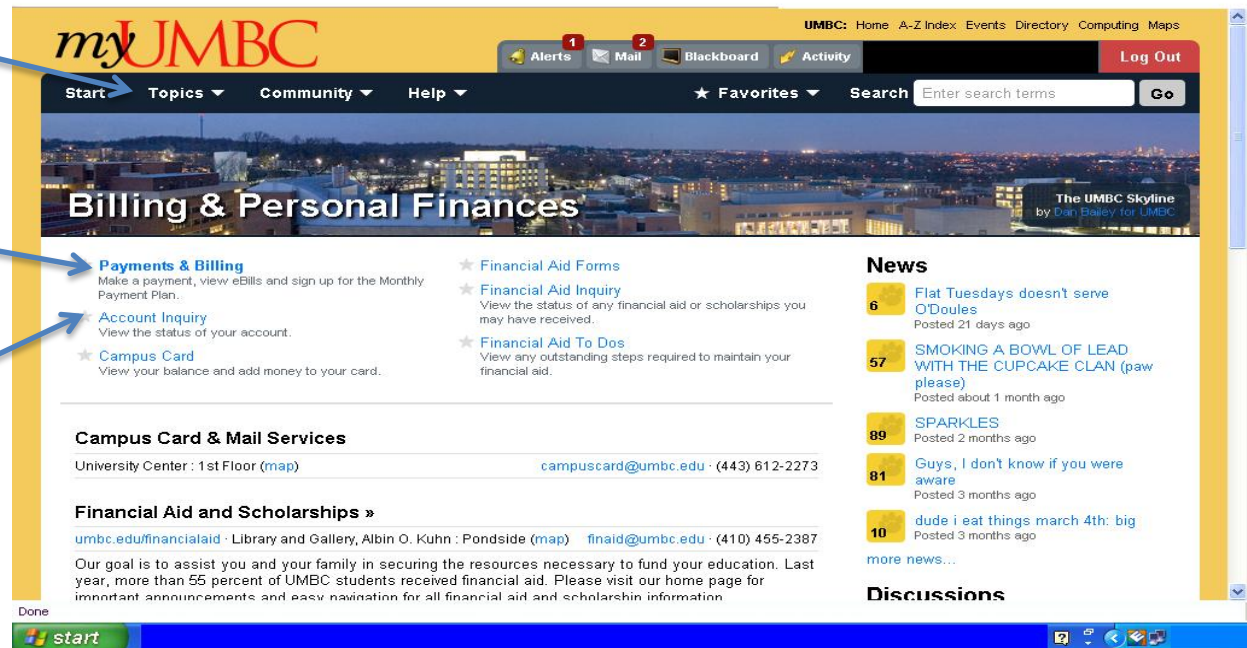
## myUMBC Screen

### Billing & Personal Finance Topic



- Topics

- View E-Bills
- Make Online Payments
- Parent PIN
- Enroll in MPP



- View Student Account History (in Real Time)

## E-Billing Information

## Spring 2014 E-Bill Schedule

- Billing is electronic and called **E-Bills!**
- UMBC does not issue paper bills for student accounts.
- Students access their E-billing information through *myUMBC*, Topics, and Billing & Personal Finances.
- The E-bill is a “snap shot” of the student account as of a specific date.
- E-bills are available online the first business day of the month.
- Students will receive a notification, to their UMBC e-mail address, when the E-bill is available for viewing.

Register By	E-Bill Date	Payment in Full Due Date	Late Fee Charged
12/31/13	01/2/14	01/20/14	01/25/14
01/31/14	02/1/14	02/20/14	02/25/14
02/28/14	03/1/14	03/20/14	03/25/14

## Authorizing Additional Users (Parents / Others)

- **Creating an Authorized User Pin (Parent Pin)**
  - Students can grant access to “Authorized Users” (parents and others).
  - Authorized Users have access to view e-bills to make payments on student accounts and to enroll in the Monthly Payment Plan.
  - Authorized Users receive email notifications when e-bills are available and email reminders when E-bills are not viewed.
  - Authorized Users have access to financial information only, and **do not have access** to students’ *myUMBC* account such as email, grades, registration, etc.
- **Authorization to Disclose Information Form**
  - Students must have a completed **Authorization to Disclose Information** form on file with SBS or Financial Aid (granting access to parents/others) if they will be calling, emailing or requesting billing information in person.
- **Parent Newsletter**
  - Sign up for the Parent Connection, an electronic newsletter for parents. Email [parents@umbc.edu](mailto:parents@umbc.edu) to subscribe.

## Setting Up an Authorized User (Parent PIN)



myUMBC UMBC: Home A-Z Index Events Directory Computing Maps

Alerts 1 Mail 2 Blackboard Activity Log Out

Start Topics Community Help Favorites Search Enter search terms Go

### Billing & Personal Finances

The UMBC Skyline by Dan Bailey for UMBC

- Payments & Billing**  
Make a payment, view eBills and sign up for the Monthly Payment Plan.
- Account Inquiry**  
View the status of your account.
- Campus Card**  
View your balance and add money to your card.
- Financial Aid Forms**
- Financial Aid Inquiry**  
View the status of any financial aid or scholarships you may have received.
- Financial Aid To Dos**  
View any outstanding steps required to maintain your financial aid.

### News

- 6** Flat Tuesdays doesn't serve O'Doules  
Posted 21 days ago
- 57** SMOKING A BOWL OF LEAD WITH THE CUPCAKE CLAN (paw please)  
Posted about 1 month ago
- 89** SPARKLES  
Posted 2 months ago
- 81** Guys, I don't know if you were aware  
Posted 3 months ago
- 10** dude i eat things march 4th: big  
Posted 3 months ago

[more news...](#)

### Discussions

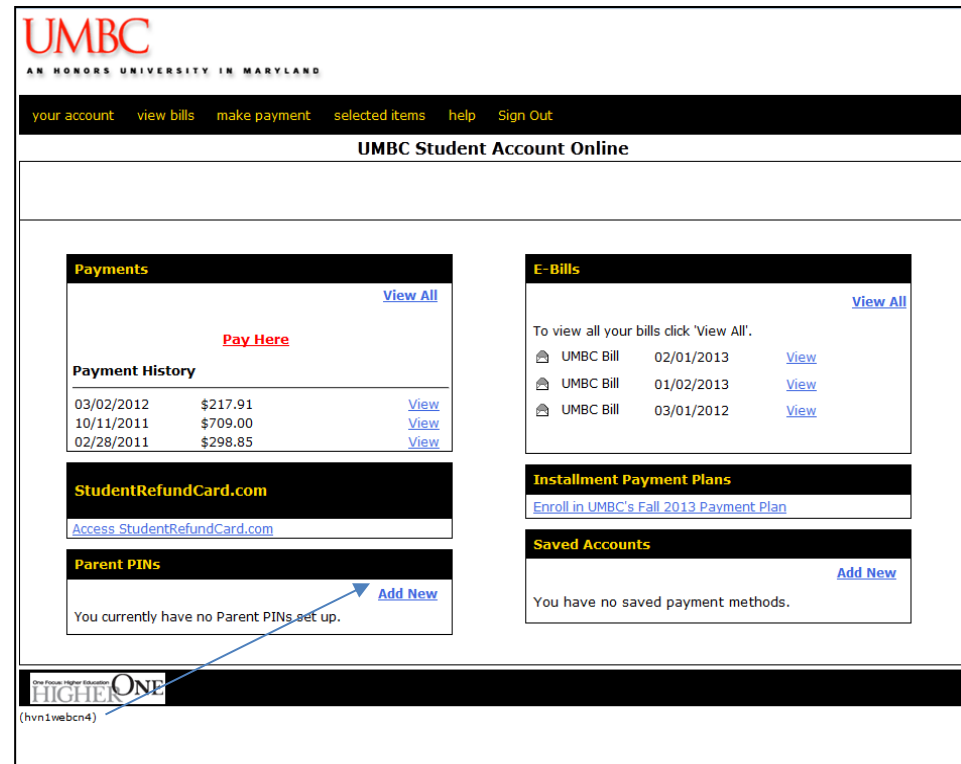
Campus Card & Mail Services  
University Center: 1st Floor (map) campuscard@umbc.edu · (443) 612-2273

### Financial Aid and Scholarships »

umbc.edu/financialaid · Library and Gallery, Albin O. Kuhn: Ponside (map) finaid@umbc.edu · (410) 455-2387

Our goal is to assist you and your family in securing the resources necessary to fund your education. Last year, more than 55 percent of UMBC students received financial aid. Please visit our home page for important announcements and easy navigation for all financial aid and scholarship information.

Done



UMBC AN HONORS UNIVERSITY IN MARYLAND

your account view bills make payment selected items help Sign Out

### UMBC Student Account Online

#### Payments

[View All](#)

**Pay Here**

#### Payment History

03/02/2012	\$217.91	<a href="#">View</a>
10/11/2011	\$709.00	<a href="#">View</a>
02/28/2011	\$298.85	<a href="#">View</a>

#### E-Bills

[View All](#)

To view all your bills click 'View All'.

UMBC Bill	02/01/2013	<a href="#">View</a>
UMBC Bill	01/02/2013	<a href="#">View</a>
UMBC Bill	03/01/2012	<a href="#">View</a>

#### StudentRefundCard.com

[Access StudentRefundCard.com](#)

#### Parent PINs

You currently have no Parent PINs set up. [Add New](#)

#### Installment Payment Plans

[Enroll in UMBC's Fall 2013 Payment Plan](#)

#### Saved Accounts

[Add New](#)

You have no saved payment methods.

HIGHER ONE One Program Higher Education

(hvn1webcn4)



## Paying Online

- VISA, Master Card, American Express, Discover, ACH (electronic checks), international wires, and Campus Card are accepted online.
- A 2.75% convenience fee applies to all credit card transactions.
- There is no charge to pay with a check (ACH) or with Campus Cards online.

❖ Payments post to student accounts immediately and can be viewed in Account Inquiry.



## Paying In-Person

**UMBC Cashier's Office**  
**Administration Building, Third Floor**  
**Monday-Friday, 8:30am - 4pm**

- The Cashier's Office accepts cash, checks, money orders, and Campus Cards. A drop box is available after hours accepting checks or money orders only.
- **Credit cards cannot be processed at Cashier's Office.**
- **UMBC does not accept payments by phone.**

## The Monthly Payment Plan

- UMBC offers a Monthly Payment Plan (MPP) as an alternative to payment in full; up to five (5) installments. This allows you to conserve savings and budget expenses!!!
- \$50 enrollment fee is charged per semester.
- Enrollment and payments in MPP made online through *myUMBC* or Parent/Authorized User PIN Access.
- Plan available for fall and spring semesters only.
- Not all charges are eligible for the MPP budget. Only tuition, fees, and room & board.
- Estimated charges are accepted. Budget can be updated once charges post to account.

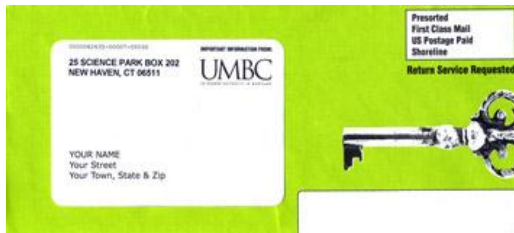
Enrollment Deadline	Number of Payments	First Payment Due
11/19/13	5	11/20/13
12/19/13	4	12/20/13
01/19/14	3	01/20/14
02/19/14	2	02/20/14

**[sbs.umbc.edu/payment-plan](http://sbs.umbc.edu/payment-plan)**



## E-Refunds

- Students refunds are issued electronically via direct deposit or by check.
- All students will receive the E-Refund card in the mail. Login to your myUMBC account and **make sure that your Mailing Address is correct.** Please do not throw the card away. It will arrive in a green envelope.



- Students will need the card to activate their E-Refund preference.
  - One Account
  - Direct Deposit to a bank of your choice
  - Check
- Please note that Parent Plus loan refunds are not electronic and will be mailed to the parent (unless previously authorized on the Parent Plus loan application).

**[sbs.umbc.edu/tuition-info/refunds/](https://sbs.umbc.edu/tuition-info/refunds/)**

## College Pre-Paid Funds

- Some college pre-paid plans require a copy of the e-bill.
- Print and submit a copy of your e-bill immediately to the plan to avoid late fees.
- You can print your Account Inquiry, prior to your bill, if your plan accepts.
- Maryland College Pre-Paid Funds can take 2-3 weeks from the time request is received to send payment to UMBC.

SBS College Pre-Paid Funds Specialist  
Starla Oie (410) 455-3652 [soie@umbc.edu](mailto:soie@umbc.edu)

## VA Tuition Benefits

The process for applying and obtaining VA tuition benefits begins in the Registrar's Office.



Please consult [www.umbc.edu/veterans](http://www.umbc.edu/veterans) for more information.

VA Tuition Benefit Specialist  
Lori Dethomas - [dethomas@umbc.edu](mailto:dethomas@umbc.edu)  
410-455-2500

## Student and Parent Reminders

- **Login to myUMBC**
  - Check email regularly for important billing updates and correspondence.
  - Please update address on *myUMBC* promptly.
- **Complete the Authorization to Disclose Information Form and Set-up Parent Pin (if applicable)**
  - Students must file an Authorization to Disclose Information Form with either Financial Aid or Student Business Services to grant parents access to their student's financial information by phone, email, or in person. The Authorization form is available on both of our websites.
  - Attention Parents !!! If you do not have a Parent PIN, you will not be notified when e-bills are available and may incur late fees.
- **E-Refund Card**
  - **Don't throw it away !!!!**
  - Choose a preference
- **College Pre-Paid Funds (Parents)**
  - Remind your student to login to *myUMBC* and print the Account Inquiry information
  - Maryland College Pre-Paid Funds will accept the Account Inquiry print-out.

## SBS Contact Information

Student Business Services  
1000 Hilltop Circle  
302 Administration Building  
Baltimore, MD 21250

[sbs.umbc.edu](http://sbs.umbc.edu)

Tel: (410) 455-2288 Fax: (410) 455-1821

Students submit questions to us by:  
Logging into *myUMBC* and selecting Help and Student Billing

Parents/Non-Students contact us by:  
E-mailing: [sbs@umbc.edu](mailto:sbs@umbc.edu)