Student Business Services
sbs.umbc.edu
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
myUMBC Screen
Billing & Personal Finance Topic

- Login to myUMBC
- Click on “Topics”
- Choose Billing & Personal Finance
- Choose Payments & Billing or Account Inquiry

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

- View Student Account History (in Real Time)
E-Billing Information

• 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.

Spring 2014 E-Bill Schedule

<table>
<thead>
<tr>
<th>Register By</th>
<th>E-Bill Date</th>
<th>Payment in Full Due Date</th>
<th>Late Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/13</td>
<td>01/2/14</td>
<td>01/20/14</td>
<td>01/25/14</td>
</tr>
<tr>
<td>01/31/14</td>
<td>02/1/14</td>
<td>02/20/14</td>
<td>02/25/14</td>
</tr>
<tr>
<td>02/28/14</td>
<td>03/1/14</td>
<td>03/20/14</td>
<td>03/25/14</td>
</tr>
</tbody>
</table>
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 to subscribe.
Setting Up an Authorized User (Parent PIN)
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.

<table>
<thead>
<tr>
<th>Enrollment Deadline</th>
<th>Number of Payments</th>
<th>First Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/13</td>
<td>5</td>
<td>11/20/13</td>
</tr>
<tr>
<td>12/19/13</td>
<td>4</td>
<td>12/20/13</td>
</tr>
<tr>
<td>01/19/14</td>
<td>3</td>
<td>01/20/14</td>
</tr>
<tr>
<td>02/19/14</td>
<td>2</td>
<td>02/20/14</td>
</tr>
</tbody>
</table>
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/
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

VA Tuition Benefits

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

Please consult www.umbc.edu/veterans for more information.

  VA Tuition Benefit Specialist
  Lori Dethomas - 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

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