

A. Financial Liability:

When a student registers it is understood that he or she will pay in full all charges assumed at registration. Failure to attend classes does not alter the charges or entitle the student to a refund. Students may also be held responsible for reasonable collection fees, attorney fees, and court costs without relief of evaluation and appraisal law to collect outstanding balances.

B. Official Withdrawal:

1. Complete Withdrawal from the University: A student officially withdraws from the University when he or she completes the appropriate forms and follows the procedures outlined in the catalogue. Resident students must also withdraw from university housing. Refunds are calculated based on your official withdrawal date. The schedule of refunds is available in the student accounts office or on line at <http://www.niagara.edu/accounts/withdrawal.htm>
2. Course Withdrawal: Students may drop courses with no penalty during the official drop/add period. After the end of the drop/ add period, students are refunded 90% during the first week, 80% week two, 60% week three, 40% week four, 20% week five, after week five there is no refund.

C. Refunds:

Credit balances remain on your account and will be applied to subsequent semesters unless it is a Title IV refund or a refund is specifically requested. The refund request form is completed by the student by logging into their MyNU account Clicking on the Resources at the top of the page. Then scroll down to the bottom of the page and under "Financial Resources"; choose the "Request a Refund" option and complete the form. A refund can only be processed after there is an actual credit on your account.

D. Late Registration:

A late registration fee is imposed on all students who register after October 1 for the Fall semester and February 15 for the Spring semester. The fee is \$50.00 per course up to a maximum of \$200.00 per semester.

OUR OFFICE:

Credit Card Payments; Work-Study or ROTC deferments, or Billing Questions Call:

(716) 286-8300 & (716) 286- 8381

Third Party billing—Call 716-286-8375

Company Reimbursement: complete all paperwork, fax in copy of company reimbursement policy, and send in \$10 fee.

Questions call: **716-286-8375**

MISCELLANEOUS CHARGES:

There can be various miscellaneous charges assessed throughout the semester. Listed below is the contact information for the offices that initiate many of these charges. Please call the respective office below if you have specific questions on any of the charges on your statement of account.

University Housing: (716) 286-8100

Residence Hall Charges, Lock Change Charges

Student Affairs: (716) 286-8566

Judicial Fines

Campus Safety: (716) 286-8111

Parking Decals; Parking Fines

Health Services: (716) 286-8390

Health Service Co-Pays or Fines

Library: (716) 286-8025

Library Lost Books or Library Fine



BILLING INFORMATION

**Student Accounts Office
PO Box 2004**

Niagara University, NY 14109

Phone:(716)286-8300

Fax:(716)286-8379

Email: sao@niagara.edu

Website: www.niagara.edu/accounts

FERPA - The Family Education Rights Privacy Act

Niagara University will only release information if authorized by students to do so. Students can authorize parents access to their information by filling out the online FERPA release form. Please visit MYNU—Need to Know and complete your FERPA Release Form



Paying Your Tuition Bill

Your bill for the current semester will show all charges, credits, and your balance due as of the billing date. If no amount appears in the amount due or if there is a credit, no payment is required at this time. However, you are not eligible to receive a refund as long as financial aid is listed as pending.

Beginning Balance: Any balance remaining as of the end of the previous semester

Charges/Credits: The main section of the billing statement lists all charges, credits, and payments for the given semester. Please note that charges and credits are grouped *together by semester; by AR code* from the beginning of the semester through the billing date. Charges appear in the left column, payments and credits appear in the middle column and the balance appears in the right column.

Pending Financial Aid: Credits appear on the statement when all necessary documents have been received and processed by the financial aid office. Aid that has not yet been processed is listed in the pending financial aid section of the statement until the awards are finalized by the financial aid office. **It is the responsibility of the student to follow-up with the financial aid office to ensure the proper crediting of financial aid.** If you have any questions regarding the status of your financial aid awards, please contact the financial aid office at (716)286-8686 or at finaid@niagara.edu.



Call (716)286-8300 with any billing questions—or email us at sao@niagara.edu

Missing Financial Aid:

If you still have not received your financial aid package when first billed, you must base your payment on the amount of aid that was received during the prior academic year and submit payment for that amount. Please indicate that amount of expected aid on the back of the statement and submit payment for the difference (or 20% if joining the payment plan). Or if you plan on your aid covering all of your balance please indicate this on the back of the statement and return to our office to ensure that you do not receive a penalty for non-payment.

Payment Options

Your statement may reflect a balance due for the semester. You **must** either:

Pay the full balance by the due date indicated

Fall 2009	August 15, 2009
Spring 2010	January 15, 2010
OR	

If you haven't already done so, enroll in an approved payment plan to pay the balance due.

Payment Plans

Niagara University Payment Plan If you have completed your application to participate in the Niagara University Payment Plan the amount due at the bottom of your statement is your payment plan amount due.

If you have not completed your application, but would like to participate, complete the application on-line at <http://www.niagara.edu/accounts/payments.htm>. You may submit one fifth of your net balance due to the student accounts office.

Penalties for Non-Payment

- Failure to make payment by the due date indicated will result in a 2% late penalty on the amount due
- Registration for future semesters will be held on any accounts that are not current
- Transcripts and all other official documents will not be released if the account is not current.
- Any check returned by your bank will result in a \$25 charge to your account. If more than one check is returned, you will no longer be entitled to use personal checks to pay your balance.

Making your Payment

Your payment is due by the due date indicated on your statement of account. All fees are payable **in U.S. funds only**. Your check or money order should be made payable to Niagara University. You must include the top portion of your statement and should write your student number on the face of your check.

Payments by mail

Payment may be made by check, money order, Visa, MasterCard or Discover. Do not mail cash.

- If paying by credit card, complete the top right hand portion of your statement indicating the type of charge, the card number, the cardholder's name, the expiration date **and the amount to be charged.**
- If paying by check, please use the enclosed pre-addressed envelope
- Return the top portion of your statement with your payment *****Please complete back of statement if you are paying less than the amount you've been billed*****
- Include your name and student number on all checks and correspondence

Receipts: Your cancelled check is your receipt

Payments in person

The student accounts office is located in the lower level of the Gallagher Center.

Student Accounts Office hours:

Monday - Friday 9:00 - 5:00

Summer Hours:

Mon-Thurs. 8:30 - 4:30, Fri. 8:30 - noon

After Hours: Payments may be deposited in a drop box located in the office door

Payments by phone:

please call (716) 286-8300 if you would like to make a credit card payment over the phone.

Web Payments

- Web Payments (student can sign onto their MyNU Account go to Web advisor and make a online credit card payment)