

## Student Financial Services Information

### 2021-22 New Student Guide

#### ***Data Privacy***

There are two types of suggested access that students may give to parents or supporters. Proxy access never expires, nor does Authorized User access; however, Authorized Users must reset their password every 90 days.

Family Educational Rights and Privacy Act (FERPA) rule applies on the first day of the term when the student begins classes. For Fall 2021, that's Wednesday, **September 22nd, 2021**.

#### **Third Party Proxy Access**

- ◆ Allows family/supporter to **speak** to SFS Office about account status, balance, award letter, and required documentation
- ◆ Student sets up Proxy via mySeattleU by clicking their user icon in upper right corner
- ◆ When contacting our office, Proxies must provide a student's SU ID number to confirm their access in order for us to provide account details
- ◆ *Proxy Login Page:* <https://my.seattleu.edu/>

#### **Authorized User Access**

- ◆ Allows family/supporter login access **view** billing and payment information, setup payment plans, see tax documents, and get email notifications about billing invoicing
- ◆ Student sets up Authorized User via the Student Account Center (TouchNet system)
- ◆ Authorized user login name is the user email; password must be reset every 90 days
- ◆ *Authorized User Login Page:* [https://secure.touchnet.net/C21365\\_tsa/web/login.jsp](https://secure.touchnet.net/C21365_tsa/web/login.jsp)

#### ***Bills & Payment***

Billing invoices are generated on a monthly basis and students and authorized third parties will get email notifications when the invoice is available to view online. If there are changes to the account balance, students will also be emailed to review their account activity online.

#### **Tuition Due Dates** (same each year)

Summer Quarter— June 20th

Fall Quarter—September 20th

Winter Quarter—December 20th

Spring Quarter— March 20th

#### **Pay Online**

Student Account Center payments can be made using an Electronic Check (ACH) with no fee or a Credit Card which has processing fee applies.

#### **Pay In-Person (Once SFS Office is open for in-person services)**

Payments accepted at the Redhawk Service Center desk in the form of Personal Check, Money Order, Cashier's Check, Traveler's Check, and Debit Card only. No cash or credit card payments accepted.

## ***Payment Plans***

There are 3 types of interest-free payment plans that students and/or authorized users can enroll in via the Student Account Center online. Each plan has its own setup fee and allows for convenient automatic payment deductions on corresponding due dates. Check out our [video](#) about how to make payments or setup a plan.

### **Plan A (annual plan): Multiple Quarters With 3 Payments**

- ⇒ \$50 non-refundable enrollment fee, per year (enroll once per year; applies to fall/winter/spring)
- ⇒ Balance (after financial aid) is split into 3 equal installment payments
- ⇒ Due dates on the 20th of the month

### **Plan B: 1 Quarter With 3 Payments**

- ⇒ \$30 non-refundable enrollment fee, per quarter (enroll each quarter)
- ⇒ Balance (after financial aid) is split into 3 equal installment payments
- ⇒ Due dates on the 20th of the month

### **Plan C: 1 Quarter With Deferred Payment**

- ⇒ \$30 non-refundable enrollment fee, per quarter (enroll each quarter)
- ⇒ Balance (after financial aid) is due in full on an extended due date later than standard due date
- ⇒ Due dates: Fall is October 20th, Winter is January 20th, & Spring is April 20th

## ***Financial Aid***

Students must ensure that they have completed all necessary checklist items in order for their financial aid to disburse the first week of each quarter. The checklist is located on [mySeattleU](#) —> Financial Aid Self Service Portal.

## ***Student Health Insurance***

Students can complete the fall online Student Health Insurance Waiver by September 28th, 2021 via the mySeattleU link or directly at [jcbins.com](#). The insurance fee is billed quarterly and each quarter has its own waiver period. Waivers completed for fall quarter remain active for the entire academic year.

## ***Important Next Steps***

- ◇ Student: Set up Proxy and Authorized User access for family or supporters
  - [Giving a Parent or Supporter Access Video](#)
- ◇ Apply for additional funding if needed—Private Education Loans or Parent PLUS Loan
  - <https://www.seattleu.edu/financial-aid/loans/private-educational-loans/>
  - <https://www.seattleu.edu/financial-aid/loans/federal-parent-plus-loans/>
- ◇ Enroll in a payment plan once the first billing invoice has been generated in August
- ◇ Contact 529 plan provider to request payment (at least 2 weeks before fall due date of 9/20/21)
- ◇ Student: Save your Refund account on Student Account Center for future direct deposit of refunds
- ◇ **September 20th, 2021:** Fall balance due or payment plan is in place
- ◇ **September 22nd, 2021:** Fall classes begin and FERPA is in effect

Questions? Email [financialservices@seattleu.edu](mailto:financialservices@seattleu.edu) or call us at (206) 220-8020