Bursar Operations

MONEY MATTERS

Agenda

- Fee Bills
- Deferred Payment Plans
- Completion of Registration
- Direct Deposit of Refunds
- Billing Statement
- myProxy
- Resources

Fee Bill Email

Fee bills are now available. Failure to complete registration by following the steps below will result in courses being dropped from your schedule.

- To complete registration, you must access your Fee Bill at myLSU > Registration Services > Fee Bill.
- If a zero balance is due, you **MUST** click the Complete Registration button.
- If payment is due, you must pay by August 5th via bank draft or credit card through myLSU

Additional Important Registration Information

- **Payment Options:**
  1) Online bank draft - Pay your fee bill with an online bank draft via myLSU from the Fee Bill. A $25 service charge will be assessed on all payments returned due to insufficient funds.
  2) Credit card - Pay your fee bill with a MasterCard, Visa, American Express, or Discover credit card via myLSU from the Fee Bill. A 2.5% processing fee is added to credit card payments.

- **Payment Plans:**
  The Deferred Payment Plan and/or Payroll Deduction (if eligible) can be selected in myLSU.

- **Direct Deposit**
  Credit balance refunds (including financial aid refunds) can be issued by direct deposit. Please go to myLSU > Financial Services > Direct Deposit of Refunds to enter a routing number and account number. Direct Deposit is recommended for all refunds as it is an efficient and secure method of receiving refunds.

- **myProxy**
  LSU Students can grant third parties, such as parents or guardians, secure access to their Fee Bill and other services using the myProxy Portal. For detailed directions on how to invite a designated individual, please see the following LSU GROK article: https://grok.lsu.edu/Article.aspx?articleid=15053

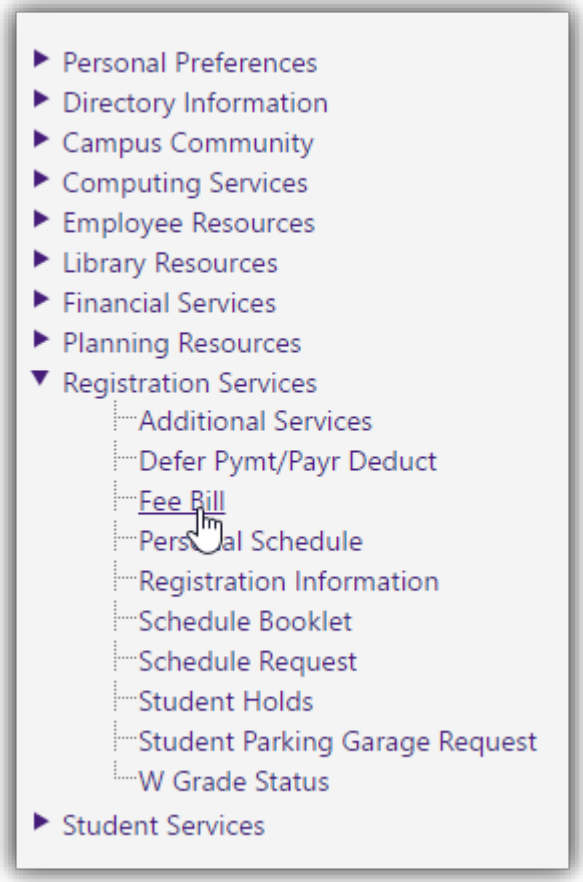
  For more information on the myProxy Portal, please see the LSU GROK article: https://grok.lsu.edu/browse.aspx?parentcategoryid=2860

- **Navigate**
  Undergraduate students can schedule a virtual meeting with Bursar Operations through the Navigate Student App! You'll find us under the Financial Services section. Learn more at https://lsu.edu/retention/navigate

Fee Bill Checklist

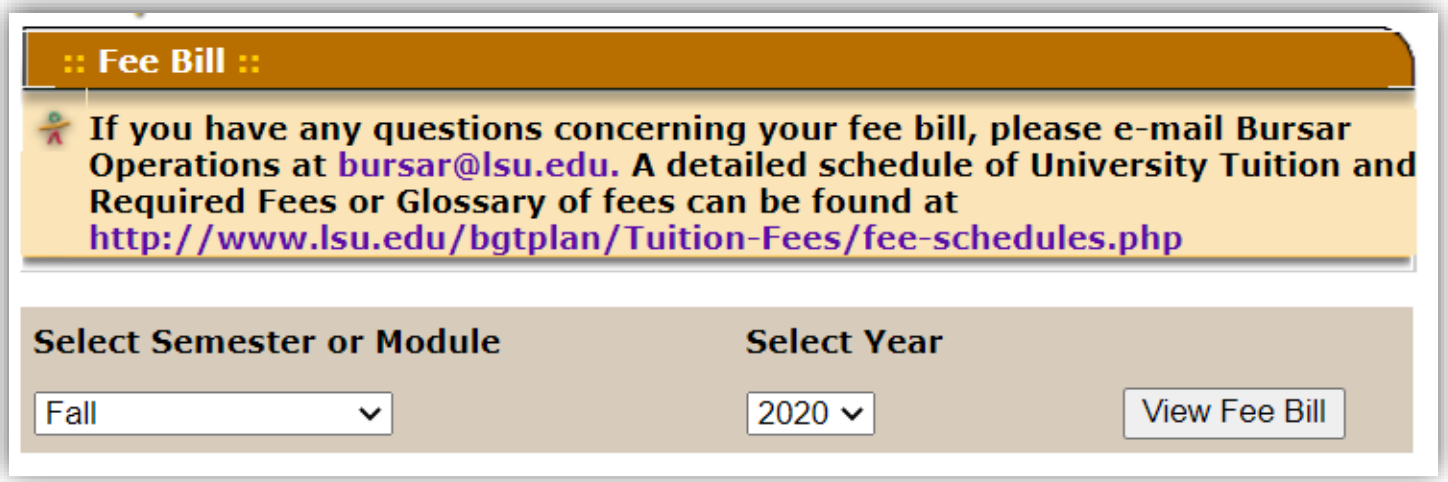
- ✓ Access Fee Bill through myLSU > Registration Services > Fee Bill
- ✓ Enroll in Deferred Payment (Payment Plan)
- ✓ **Pay** or **Complete Registration** by the published date
- ✓ Set up Direct Deposit of Refunds

Failure to complete registration by the due date could result in cancellation of courses and a $75 late registration service charge (waived for Fall 2020).



View or Pay Fee Bill

- Select the **Semester** and **Year**
- Click **View Fee Bill**

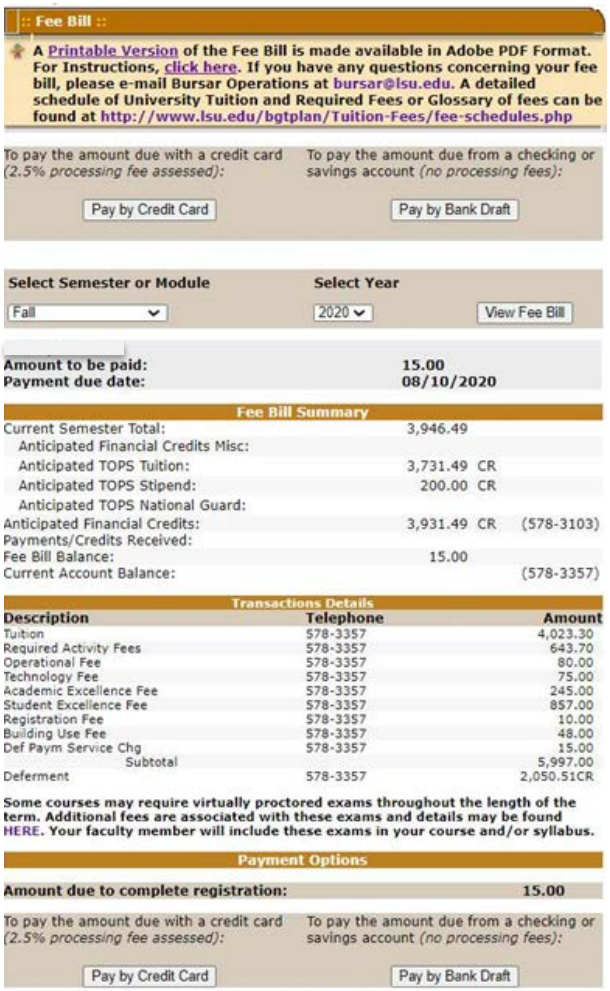


***Registration Holds** will prevent viewing of Fee Bills*

Pay Fee Bill Balance

- Fee Bill will display available payment options

- Accepted methods of payment
  - Credit Card (2.5% fee)
  - Bank Draft



:: Fee Bill ::

A Printable Version of the Fee Bill is made available in Adobe PDF Format. For Instructions, click here. If you have any questions concerning your fee bill, please e-mail Bursar Operations at bursar@lsu.edu. A detailed schedule of University Tuition and Required Fees or Glossary of fees can be found at http://www.lsu.edu/bgtplan/Tuition-Fees/fee-schedules.php

To pay the amount due with a credit card *(2.5% processing fee assessed):* Pay by Credit Card

To pay the amount due from a checking or savings account *(no processing fees):* Pay by Bank Draft

Select Semester or Module: Fall — Select Year: 2020 — View Fee Bill

Amount to be paid: 15.00
Payment due date: 08/10/2020

Fee Bill Summary

Current Semester Total:	3,946.49		
Anticipated Financial Credits Misc:			
Anticipated TOPS Tuition:	3,731.49	CR	
Anticipated TOPS Stipend:	200.00	CR	
Anticipated TOPS National Guard:			
Anticipated Financial Credits:	3,931.49	CR	(578-3103)
Payments/Credits Received:			
Fee Bill Balance:	15.00		
Current Account Balance:			(578-3357)

Transactions Details

Description	Telephone	Amount
Tuition	578-3357	4,023.30
Required Activity Fees	578-3357	643.70
Operational Fee	578-3357	80.00
Technology Fee	578-3357	75.00
Academic Excellence Fee	578-3357	245.00
Student Excellence Fee	578-3357	857.00
Registration Fee	578-3357	10.00
Building Use Fee	578-3357	48.00
Def Paym Service Chg	578-3357	15.00
Subtotal		5,997.00
Deferment	578-3357	2,050.51CR

Some courses may require virtually proctored exams throughout the length of the term. Additional fees are associated with these exams and details may be found HERE. Your faculty member will include these exams in your course and/or syllabus.

Payment Options

Amount due to complete registration: 15.00

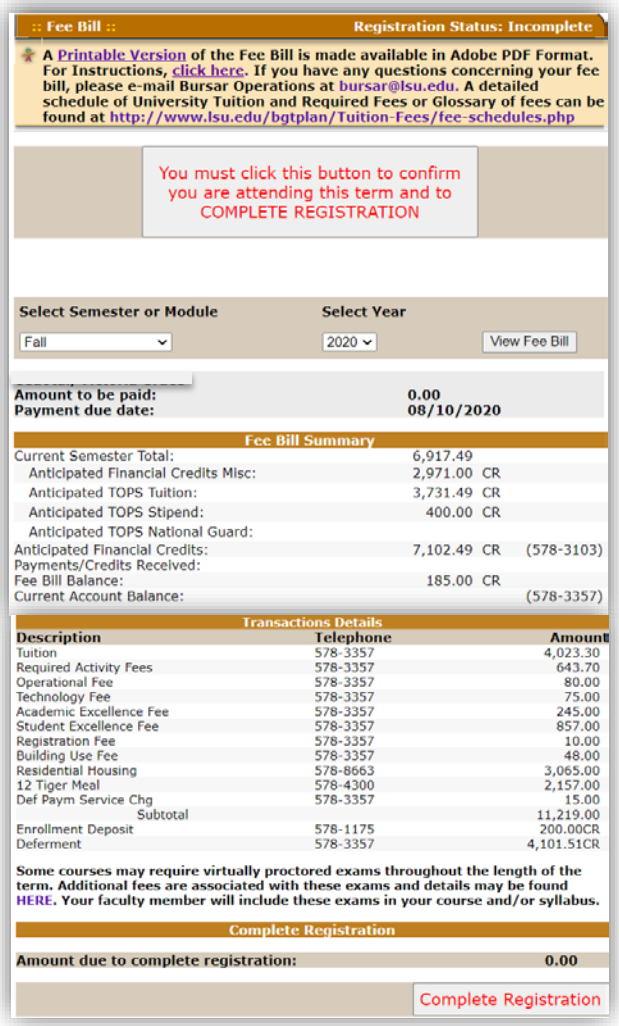
To pay the amount due with a credit card *(2.5% processing fee assessed):* Pay by Credit Card

To pay the amount due from a checking or savings account *(no processing fees):* Pay by Bank Draft

Zero Balance Fee Bill

- Anticipated financial credits result in zero balance due

- Click **Complete Registration** button!



Important Reminder

- Students who have not completed registration will not be eligible for certain services including, but not limited to, the following:

- Meal Plans
- University Recreation
- Student Tickets for Athletic Events
- Veterans Benefits

- Email Accounts
- Security Access
- Software Licenses
- Student Health Center

Complete Registration Button

Why do I need to press this button?

Serves as acknowledgment of attendance at LSU and provides access to services.

When will this button appear?

The Complete Registration button is presented **only** when the amount due to complete registration is zero. It is not presented when there is a non-zero amount due or after the fee bill is paid.

Once registration is complete, classes cannot be purged. Students can add and drop courses or additional services which can change fees.

Register vs. Complete Registration

Register or Schedule

When a student adds classes for an upcoming term

Completing Registration

Viewing the fee bill, accepting terms, and making payment. **Serves as acknowledgment of attendance at LSU**.

Deferred Payment Plans

Eligibility

- All students are eligible for an initial deferred payment plan
- Subsequent plans are based on the individual credit history with LSU
- Failure to pay deferred payment balances will negatively impact eligibility for future deferments

Enrollment Fee

- $15 non-refundable enrollment fee for all payment plans

Late Payment Fees

- 5% late fee applied on current payment due if payment is not received by the 10th business day after due date

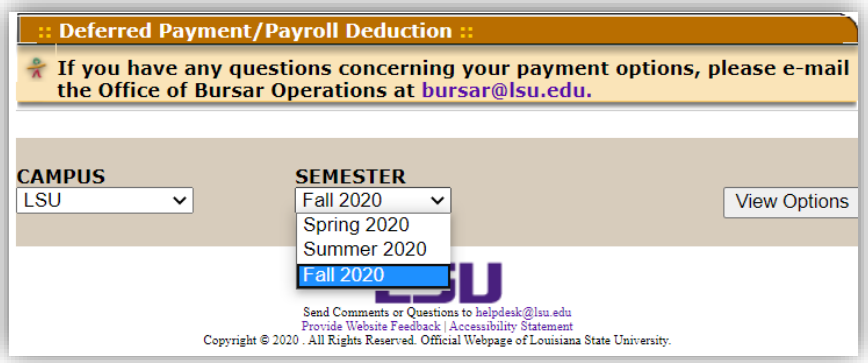
Payment Plan Options

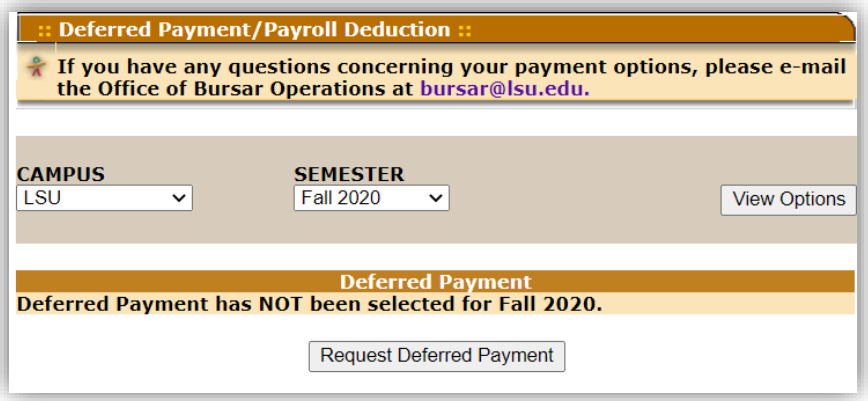
50% down, remaining 50% divided into three equal installments
25% down, remaining 75% divided into three equal installments
10% down, remaining 90% divided into three equal installments

Semester	Down Payment Due	1st Deferred Payment Due	2nd Deferred Payment Due	3rd Deferred Payment Due
Fall	By Fee Bill Due Date	October 1	November 1	December 1
Spring	By Fee Bill Due Date	March1	April 1	May 1
Summer	By Fee Bill Due Date	July 1	August 1	N/A

Establish Deferred Payment

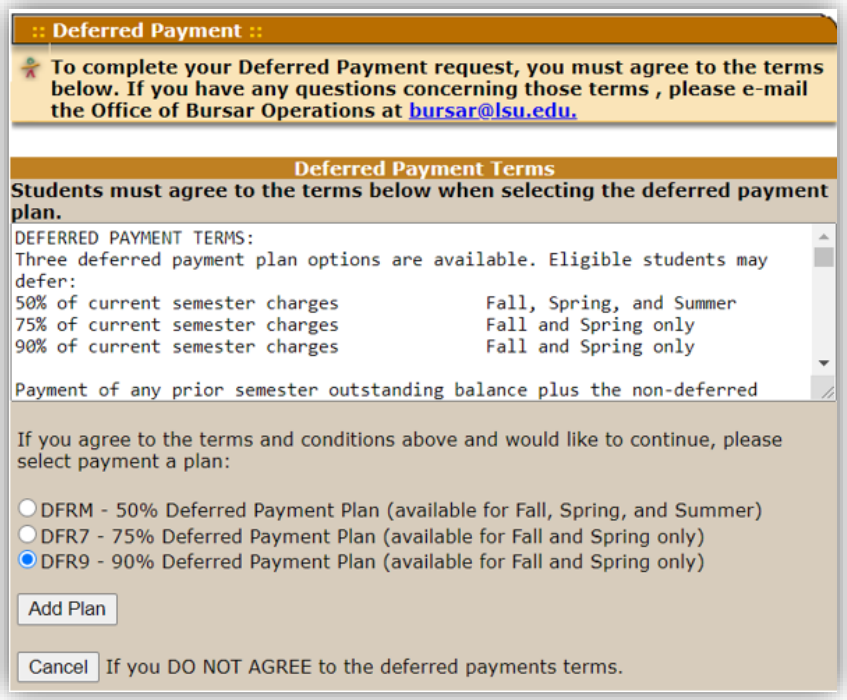
- Navigate to **myLSU**
- Select **Registration Services**
- Click **Defer Pymt/Payr Deduct**
- Select the appropriate **Semester**
- Click **View Options**
- Click **Request Deferred Payment**

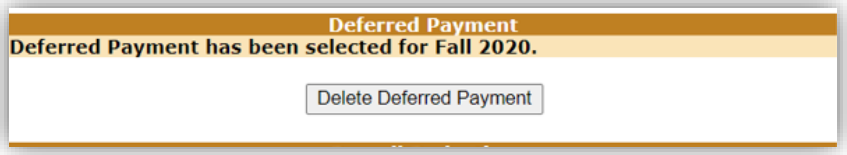




Establish Deferred Payment

- Select the desired plan
- Click **Add Plan**
- Verify Deferred Payment Plan has been added.
- Return to Fee Bill
- **PAY** or **COMPLETE REGISTRATION**
- Classes added after registration is complete do not automatically roll into a deferred payment plan





Payment Plan Example

Current Semester Tuition & Fees $15,000.00

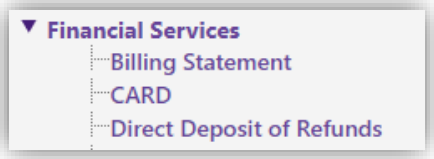
Payment Plan Options	Down Payment Required by Fee Bill Due Date	October 1	November 1	December 1	Total Paid by Student
50% Down	$7,500.00	$2,500.00	$2,500.00	$2,500.00	$15,000.00
25% Down	$3,750.00	$3,750.00	$3,750.00	$3,750.00	$15,000.00
10% Down	$1,500.00	$4,500.00	$4,500.00	$4,500.00	$15,000.00

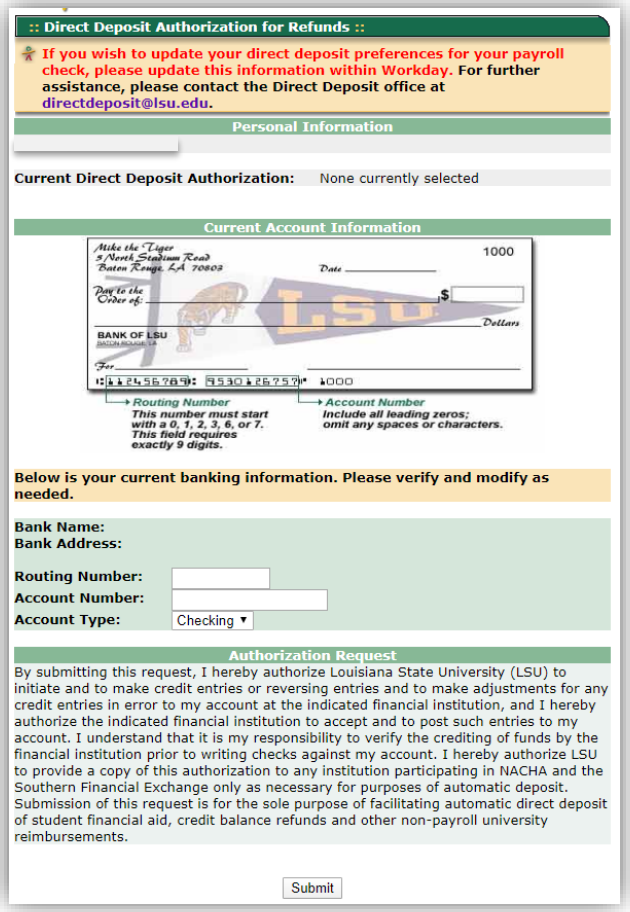
Direct Deposit of Refunds

- Direct deposit is more **efficient** and **secure** than checks
- Funds are remitted to the bank the next business day and available within 2-3 business days
- Checks must be printed, sorted, and mailed
- Checks are sent to the **local mailing address** (often times outdated) in myLSU

Establishing Direct Deposit of Refunds

- Login to **myLSU**
- Select **Financial Services**
- Select **Direct Deposit of Refunds**
- Enter **Routing Number, Account Number, and Account Type**
- Click **Submit**





Fee Bill vs. Billing Statement

Fee Bill

- Summary of charges that need to paid by a due date for an upcoming semester
- Shows all charges and a summary of anticipated financial aid
- Not available once registration is completed

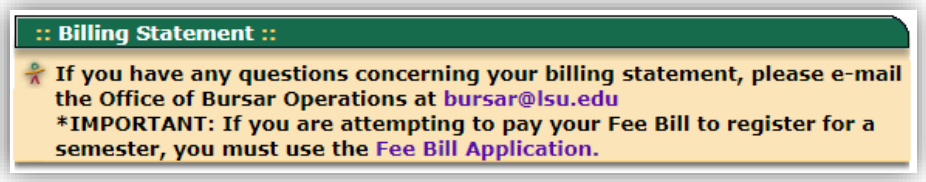
Billing Statement

- A history of all charges and payments
- Includes Financial Aid disbursements and refunds
- Includes detailed transactions
- Anticipated Financial Aid is presented as Check Coming agreements and/or Sponsor agreements (i.e., TOPS)
- Updated for classes added after registration is complete

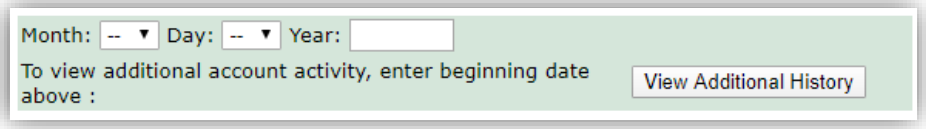
Billing Statement

- Once registration is complete, the Fee Bill is no longer available

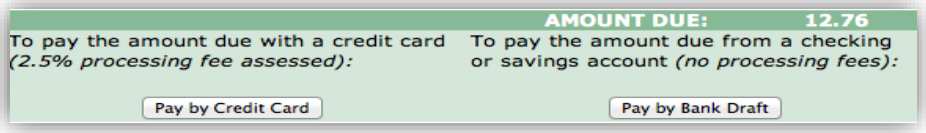
- Account information can be accessed through **myLSU > Financial Services > Billing Statement**



- Add a beginning date and click **View Additional History** for historical account activity



- Pay the **Amount Due** by credit card or bank draft



myProxy

- **myProxy** allows an authorized user (i.e. parent, grandparent, etc.) the ability to view student information or take designated actions on behalf of a student

- Students must “invite” the user and select the applications to which access is granted

- The authorized user must “accept” the email invitation and establish credentials

- Step-by-step instructions available at https://grok.lsu.edu/Article.aspx?articleid=15053

myProxy Permissions

- Additional Services
- Billing Statement
- Bursar Emails
- CATS Status
- Classification
- College Record
- Deferred Payment / Payroll Deduct
- Directory Information
- Fee Bill
- Final Grades
- Personal Schedule
- Student Holds
- Tax Documents

Students can allow permissions to one, all, or a combination of the above

Resources

Tuition & Fee Schedules
https://lsu.edu/bgtplan/Tuition-Fees/fee-schedules.php

Fee Glossary
https://lsu.edu/bgtplan/Tuition-Fees/glossary.php

myProxy Instructions
https://grok.lsu.edu/Article.aspx?articleid=15053

Schedule Booklet
https://lsu.edu/registrar/academics/schedule-booklet.php

Academic Calendar
https://lsu.edu/registrar/academics/academic-calendar.php

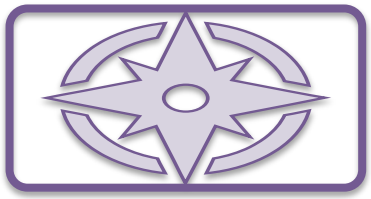
Bursar Operations

Email

bursar@lsu.edu

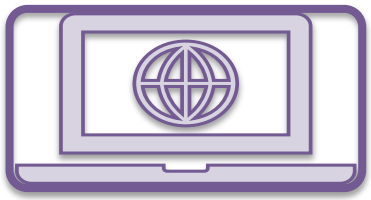
Phone

(225) 578-3357



Virtual Appointments via Navigate

https://lsu.edu/retention/navigate/



https://lsu.edu/administration/ofa/oas/bur/

LSU