

## **\*\* Student Billing Information: School of Nursing Graduate Students \*\***

### **WHAT DOES THE BURSAR'S OFFICE REQUIRE?**

All students are **required** to submit a Financial Responsibility Agreement prior to registration for classes. The payment agreement is submitted online at: [www.rochester.edu/adminfinance/bursar/](http://www.rochester.edu/adminfinance/bursar/). If you do not know your NetID, click on "What is NetID?/Help". On the next screen you will be prompted to set up your NetID.

Please note that you must complete a Financial Responsibility agreement even if you are receiving a tuition benefit as a University employee. In the field, "Electronic Signature", please type your full name.

### **WHAT ARE MY PAYMENT OPTIONS?**

The University offers **Graduate students** two options for payment of tuition and fees for each semester:

- 1. Single Payment Option:** Due dates are 10/10 for the fall semester & 02/10 for the spring semester.
- 2. Two Payment Option:** Due dates are 10/10 & 11/10 for the fall semester, and 2/10 & 3/10 for the spring semester.

### **HOW DO I RECEIVE MY BILL?**

The student billing statement can be viewed online from your Blackboard account: <https://learn.rochester.edu>. Once you log in, click on **UR ePAY**. Students receive an e-mail each month when the new billing statement is available. Students are responsible for updating their email address in UR ePAY as well as viewing their billing statement online each month. All late payment fees resulting from delays in the delivery of the statement are the responsibility of the student. *Students will not receive a statement in the mail.*

**Please Note:** Once a billing statement has been posted in UR ePAY, new account activity **will not** be reflected until the next month's billing statement is posted. **UR ePAY billing statements are updated once each month.**

### **HOW DO I PAY MY BILL?**

**Electronic Check (eCheck):** In UR ePAY, select the "Make Payment" option from the menu at the left to pay your balance quickly and securely from any checking account without having to mail a check. You will be prompted to provide the payment amount and your routing and account numbers from the bottom of your check. You will receive an e-mail confirmation documenting the transaction for your records. Press the question mark on the PAYMENTS page if you need help locating the routing and/or account numbers, and you will see an example to assist you.

**Mail a check payment:** You may submit check payments by mail, if you prefer. All check payments must be in U.S. dollars and drawn from a U.S. bank. Check payments should be made payable to the **University of Rochester** and mailed to the address listed below.

**Wire Transfer:** Many international students find it is easiest to pay via wire transfer. Please use the Flywire option through UR ePAY to remit payment via our partner Flywire from anywhere in the world. [www.flywire.com](http://www.flywire.com)

**Please Note:** The current statement will not reflect recent payments or changes to your tuition & fees, financial aid, or payment amount until a new statement is generated.

### **HOW DO I REQUEST A REFUND?**

If you have borrowed loans to cover your tuition/fees and living expenses, then you can request a refund once all loan funds have been received. Use the Disbursements tab in FAOnline to monitor your loan disbursements. If the loans have disbursed they will be listed under "Transaction Amount". When all financial aid has been credited to your student account, you can request a refund from the Bursar's Office.

Set up direct deposit at Student Choice Refunds (in UR ePAY). Please be advised that refunds are not issued until the start of classes each term, and that the processing time for direct deposit is five days. You can find information about direct deposit on our website at <https://www.rochester.edu/adminfinance/bursar/refund.html>.

### **CONTACT US**

- LOCATION & HOURS: Bursar's Office, 330 Meliora Hall, 500 Joseph C. Wilson Blvd., Rochester, NY 14627 between 9:30 a.m. and 4:30 p.m., weekdays
- PHONE: 585-275-3931
- E-MAIL: [bursar@admin.rochester.edu](mailto:bursar@admin.rochester.edu)