

Payment Methods - continued

On February 6, 2020 you decide that you would like to enroll in a six-month plan for spring. The six-month plan runs from January through June. Upon enrollment, the system will require payment of the \$50.00 enrollment fee, the February scheduled installment and the past-due January scheduled installment.

*Monthly payment plan arrangements are subject to late fees. A late fee of \$40.00 per month will be charged if the scheduled monthly payment is not received by the due date.

If you enroll in the "AutoPay" option associated with the myPAYPLAN arrangement, you will need to set up the "AutoPay" information [each semester](#).

STUDENTS can enroll in a monthly myPAYPLAN at: <https://my.carrollu.edu>.

Click on "Student" > Click on "Billing and Payment".

PARENTS AND OTHER AUTHORIZED USER DESIGNATION AND SETUP

Students may create a Parent username and password to allow parents, guardians and other authorized users to view eBILLS and to make ePAYMENTS.

To set up this authorization, students should sign in to: <https://my.carrollu.edu>. Click on "Student" Click on > "Billing and Payment" Click on > "Add Parent/Authorized User".

- Enter a parent/authorized username
- Enter a parent/authorized user e-mail address

The parent or authorized user will receive a password through the e-mail address provided by the student.

A username and password must be created and in place before the parent or authorized user can attempt to use it.

Once this has been completed, and a user password has been received, the parent or authorized user will be able to access eBILL and ePAY at: <https://my.carrollu.edu>.

NOTE TO STUDENTS: The "authorized user" set-up will allow parents and/or others, designated by the student, to view bills and pay student account balances online.

To allow the Financial Aid Office and the Business Office to speak with your parent or authorized user, you will need to complete a "FERPA" (Family Education Rights and Privacy Act) waiver. Without a FERPA form, we are legally prohibited from releasing your financial information to anyone but you.

Access the FERPA waiver form @ <https://my.carrollu.edu>:

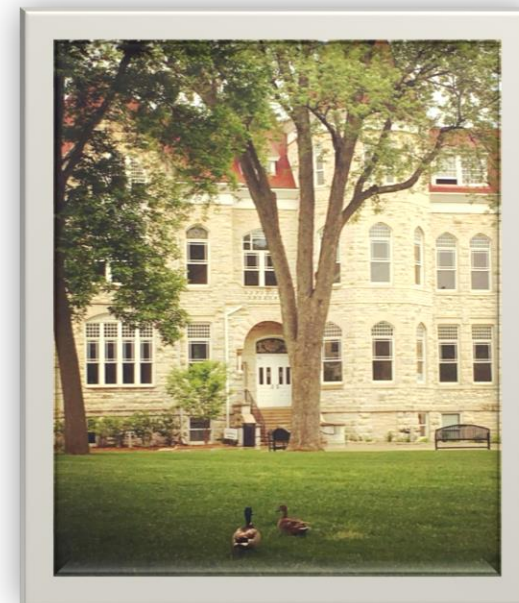
Sign in with your student username and password
Click on the "Student" tab
Click on "Financial Aid"
Click on "FERPA" Waiver
Click on "ADDNEW"
Complete and "Submit"

NOTE: A separate FERPA form is required by the Registrar's Office. For information regarding this FERPA waiver, go to: <https://my.carrollu.edu>:

Sign in with your student username and password
Click on "Advising and Registration"
Click on "Academics and Advising"
Under "Academics" column, select: FERPA
Select "Add New"
Complete and "Submit"



CARROLL UNIVERSITY



Carroll University Business Office 2019 – 2020

Quick Glance:

Payment Methods;
Parent Authorization;
FERPA

PAYMENT METHODS

The payment of tuition, fees and charges becomes the obligation of the student upon registration at Carroll University and are to be paid no later than the first day of the semester. A student may attend classes, take examinations, and be entitled to the benefits of a fully registered student only when all charges have been paid or satisfactory financial arrangements have been approved by the Business Office.

Course and Fee statements will be available online at: my.carrollu.edu. Sign in with your username and password, click on “Student” > “Billing and Payment” > “View Bill”.

ePAY

Payments can be made online through ePAY at:

my.carrollu.edu.

- Visa, MasterCard, American Express, Discover and eCheck are accepted.
- Credit and debit card transactions may be subject to a convenience fee.
- Full or partial payments can be made any time before the due dates.
- For security reasons, credit or debit card payments cannot be accepted via telephone.

Payments will also be accepted through the mail or in person at the Carroll University Business Office. Acceptable methods of payment include cash or check at the Business Office cashier window. Debit and/or credit card payments on student account balances will not be accepted.

Late Fees in the amount of \$40.00 will be assessed monthly on any overdue balance (overdue balance: unpaid balance that is over 30 days old) of \$20.00 or greater.

FULL-TIME UNDERGRADUATE STUDENTS PAYMENT OPTIONS AND DUE DATES FOR 2019-2020

Payment Option One: Payment in full each semester on or before the due date.

Due dates for payment in full:

Fall 2019 September 5, 2019

Spring 2020 January 20, 2020

Payment Option Two: myPAYPLAN

myPAYPLAN monthly payment plan arrangement. There are three plans available each semester. Choose from a four, five or six-month plan each semester to cover the balance due on your student account after tuition, fees, late fees and other expenses have been offset with your financial aid and any down payment you may have made. Your monthly payment will be based on the total outstanding balance on your student account for the current semester. A \$50.00 enrollment fee is associated with this option each semester. **The enrollment fee is a non-refundable fee.**

FALL PLANS AVAILABLE

Fall signup begins June 17, 2019.

- 6-month plan: July through December 2019.
- 5-month plan: August through December 2019.
- 4-month plan: September through December 2019.

Billing date is the 5th of each month; Due date is the 20th of each month.

A \$50.00 enrollment fee is associated with this option each semester. The enrollment fee is a non-refundable fee.

SPRING PLANS AVAILABLE

Spring signup begins December 16, 2019.

If you participate in the fall 2019 myPAYPLAN and choose to enroll in the spring 2020 myPAYPLAN, access to spring 2020 enrollment will be blocked until your fall 2019 balance has been satisfied, and the fall program has been closed (approximately December 22, 2019).

- 6-month plan: January - June 2020
- 5-month plan: February - June 2020
- 4-month plan: February - May 2020

A \$50.00 enrollment fee is associated with this option each semester. The enrollment fee is a non-refundable fee.

Payment plan arrangements run by semester. If you were enrolled in a payment plan arrangement for fall 2019 you will need to **re-enroll** to participate in a payment plan arrangement for spring 2020.

If you enroll in a monthly payment plan after the scheduled billing date (scheduled billing date is the fifth day of July, August, September, October, November, December, January, February, March, April, May and June), the system will require payment of the \$50.00 enrollment fee, a payment for the month in which you are enrolling (even though the due date is not until the twentieth of the month) as well as any past-due installments.

For example: On August 6, 2019 you decide that you would like to enroll in a six-month payment plan for fall. The six-month plan runs from July through December. Upon enrollment, the system will require payment of the \$50.00 enrollment fee, the August scheduled installment and the past-due July scheduled installment –

OR