

# Auburn University

## Student Financial Services -

### Billing



# Student Financial Services

- Student Financial Services (SFS) departments
  - Financial Aid
  - Billing Department
  - Cashiering
  - Third party billing
  - Account Services

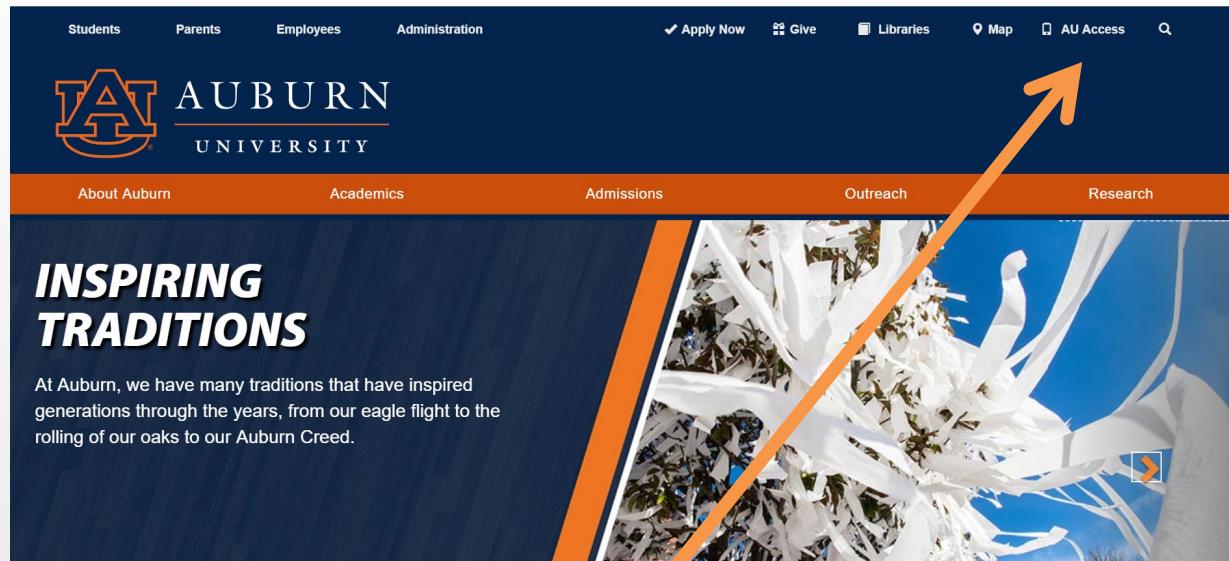


# Student Financial Services

- The Billing Department is a centralized billing office. Charges are received from various departments for student billing purposes.
- Items charged to the student's billing account other than tuition:
  - Housing (and housing related fees), meal plans, parking passes, parking tickets, printing charges from some Departments, Panhellenic fees, pharmacy prescriptions, football tickets (not billed until the September bill!), counseling services fees, Student Alumni Association, All Access Course bookstore charges, CWE fees, ID cards, etc.
  - Questions on charges other than tuition should be directed to the appropriate department

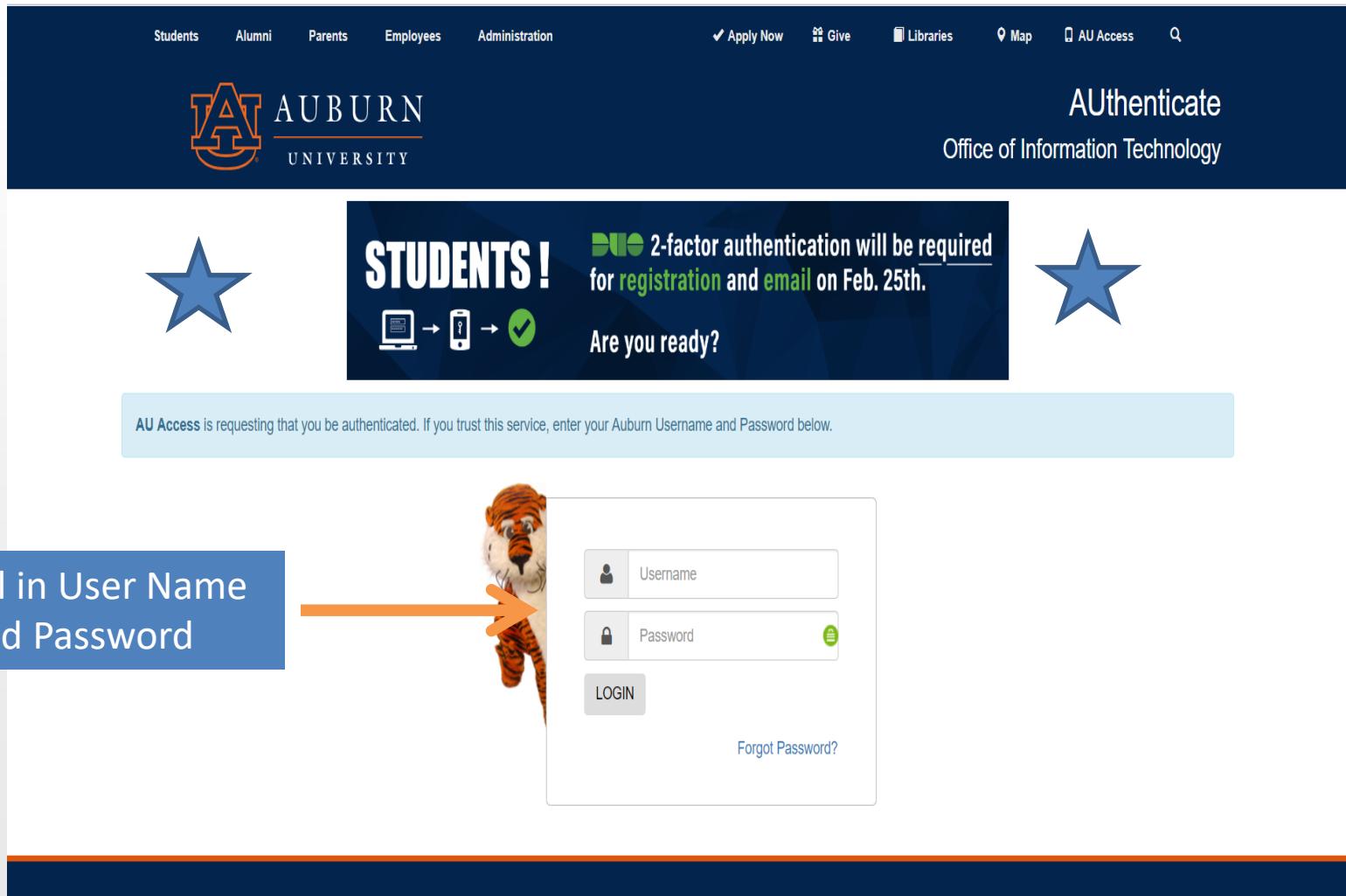
# Where and How Students Access eBill

Go to: [www.auburn.edu](http://www.auburn.edu)



Click AU Access

# Where and How Students Access eBill



Students   Alumni   Parents   Employees   Administration   [✓ Apply Now](#)   [☰ Give](#)   [Libraries](#)   [Map](#)   [AU Access](#)   [Q](#)

**AUBURN**  
UNIVERSITY

**AUthenticate**  
Office of Information Technology

**STUDENTS!**

DUO 2-factor authentication will be required for registration and email on Feb. 25th.

Are you ready?

AU Access is requesting that you be authenticated. If you trust this service, enter your Auburn Username and Password below.

Fill in User Name and Password

Username

Password

LOGIN

Forgot Password?

# Where and How Students Access eBill

**AUBURN**  
UNIVERSITY

**My Academics**

**My Finances**

Employees

Faculty/Advisors

Finance

My Funding

My Campus

**Canvas**

**DegreeWorks**

**Tiger Scheduler**

**Student Menu**

**Advise Assist**

**Academic Profile**

**Current Program**  
Your Class for registration purposes is Graduate  
Major: Business & Mktg Ed Graduate  
College: College of Education

**Registration Status for Summer 2020**  
You have not been assigned a time ticket at this time.  ⓘ  
⚠ You require re-admission prior to registration.  
✓ Advising Requirement Met - No Pin  
✓ You have no Holds which prevent registration.  
✓ Your Academic Standing is Graduate Good Standing which permits registration.  
⚠ Your Student Status prevents registration.

**Registration Status for Fall 2020**  
You have not been assigned a time ticket at this time.  ⓘ  
⚠ You require re-admission prior to registration.  
✓ Advising Requirement Met - No Pin

**Student Schedule**

**Click on My Finances**

⚠ You are not currently registered for the term.

[Week at a Glance](#) [Detail Schedule](#) [Final Exam Schedule](#)

**Student Records**

[Financial Obligation Agreement](#)

[Unofficial Transcript](#)

[Request Official Transcript](#)  ⓘ

[Enrollment & Degree Verifications](#)

[Honors College Contract Agreement](#)

**Student Grades**

[Midterm Grades](#)

[Final Grades](#)

**Grade Adjustment Policy (GAP)**

[GAP Video & Test](#)

[GAP Acknowledgment](#)

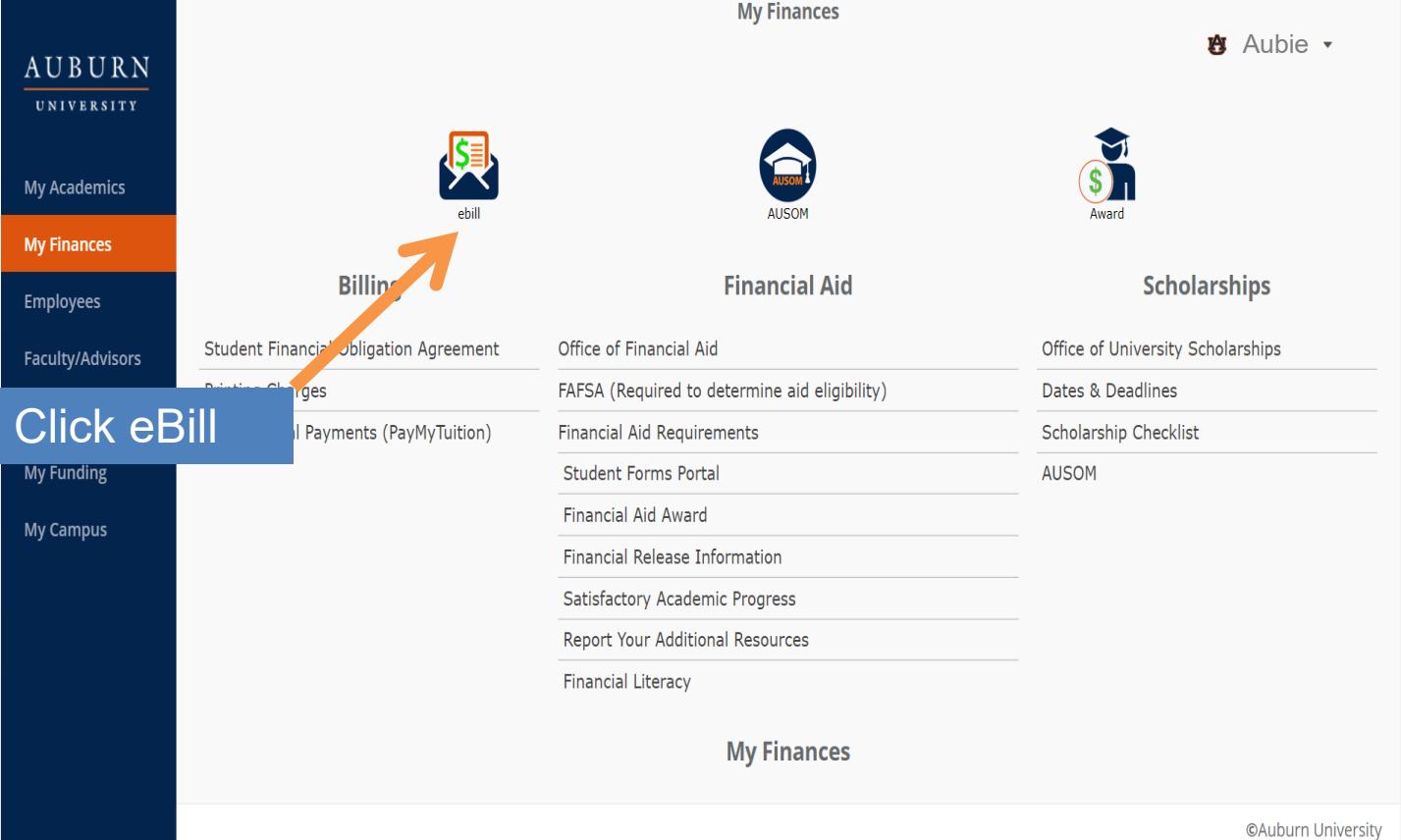
**Academic Accommodations & Accessibility**

[Begin the Process for Accommodations](#)

[Notify Instructors of Your Accommodation Needs](#)

©Auburn University

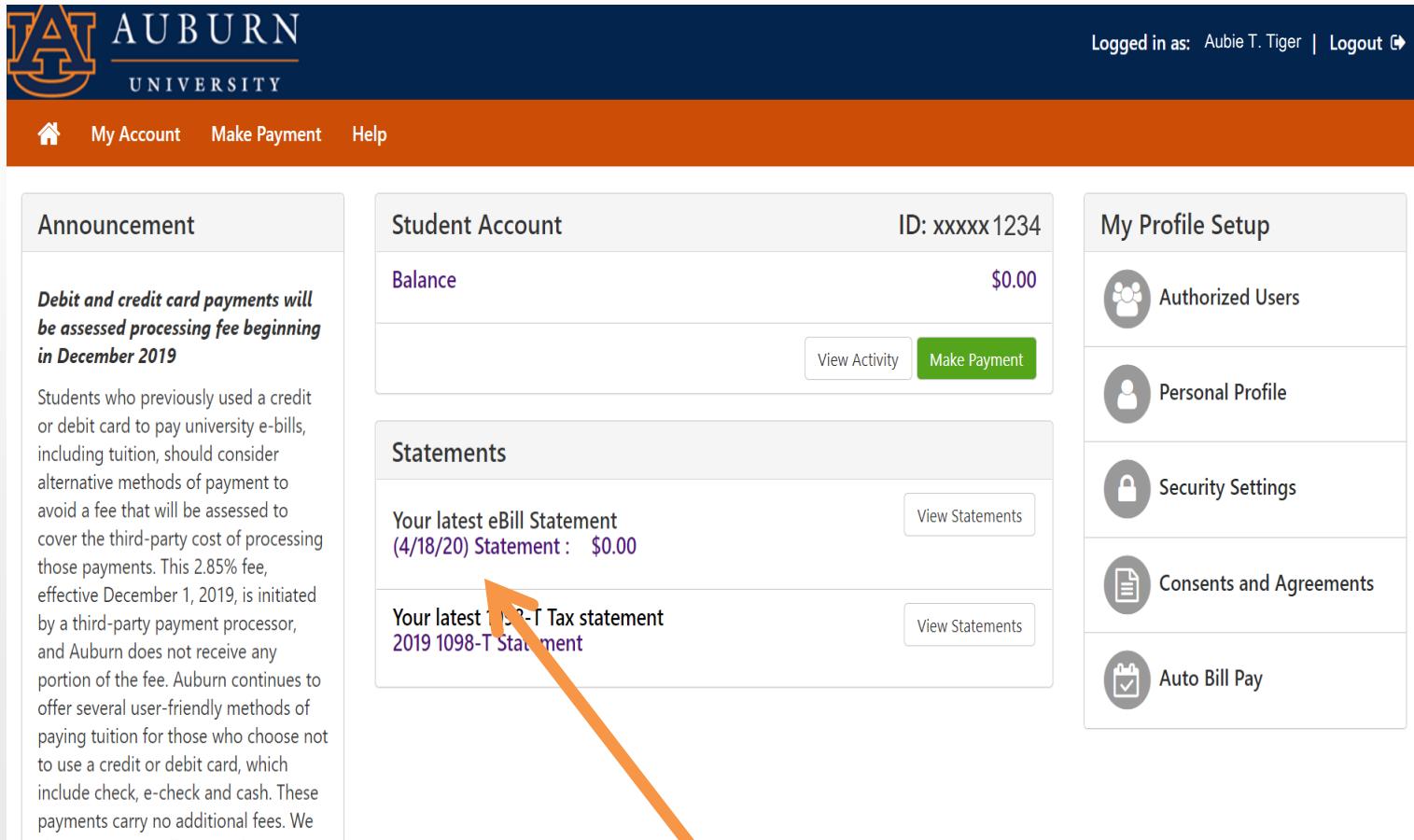
# Where and How Students Access eBill



The image shows the Auburn University My Finances dashboard. On the left, a vertical sidebar lists "My Academics", "My Finances" (which is highlighted in orange), "Employees", and "Faculty/Advisors". A blue box with the text "Click eBill" is overlaid on the sidebar. The main content area has a header "My Finances" and a user icon "Aubie". Below the header are three main sections: "Billing" (with an orange arrow pointing to the "ebill" icon), "Financial Aid", and "Scholarships". The "Billing" section includes links for "Student Financial Obligation Agreement", "Billing Changes", and "Bill Payments (PayMyTuition)". The "Financial Aid" section includes links for "Office of Financial Aid", "FAFSA (Required to determine aid eligibility)", "Financial Aid Requirements", "Student Forms Portal", "Financial Aid Award", "Financial Release Information", "Satisfactory Academic Progress", "Report Your Additional Resources", and "Financial Literacy". The "Scholarships" section includes links for "Office of University Scholarships", "Dates & Deadlines", "Scholarship Checklist", and "AUSOM". At the bottom, a footer says "My Finances" and "©Auburn University".

# Where and How Students Access eBill

## Viewing Statement



The screenshot shows the Auburn University eBill portal interface. At the top, the Auburn University logo is on the left, and 'Logged in as: Aubie T. Tiger | Logout' is on the right. Below the logo, a navigation bar has icons for Home, My Account, Make Payment, and Help. The main content area is divided into three columns: 'Announcement' on the left, 'Student Account' in the center, and 'My Profile Setup' on the right. The 'Announcement' box contains a notice about a processing fee starting in December 2019. The 'Student Account' box shows a balance of \$0.00 and buttons for 'View Activity' and 'Make Payment'. The 'Statements' section in the center shows two entries: 'Your latest eBill Statement (4/18/20) Statement : \$0.00' and 'Your latest 1098-T Tax statement 2019 1098-T Statement'. An orange arrow points from the text 'Click Statement' at the bottom to the second statement entry. The 'My Profile Setup' column on the right lists 'Authorized Users', 'Personal Profile', 'Security Settings', 'Consents and Agreements', and 'Auto Bill Pay'.

Announcement

*Debit and credit card payments will be assessed processing fee beginning in December 2019*

Students who previously used a credit or debit card to pay university e-bills, including tuition, should consider alternative methods of payment to avoid a fee that will be assessed to cover the third-party cost of processing those payments. This 2.85% fee, effective December 1, 2019, is initiated by a third-party payment processor, and Auburn does not receive any portion of the fee. Auburn continues to offer several user-friendly methods of paying tuition for those who choose not to use a credit or debit card, which include check, e-check and cash. These payments carry no additional fees. We

Student Account ID: xxxxx 1234

Balance \$0.00

[View Activity](#) [Make Payment](#)

Statements

Your latest eBill Statement (4/18/20) Statement : \$0.00

[View Statements](#)

Your latest 1098-T Tax statement 2019 1098-T Statement

[View Statements](#)

My Profile Setup

Authorized Users

Personal Profile

Security Settings

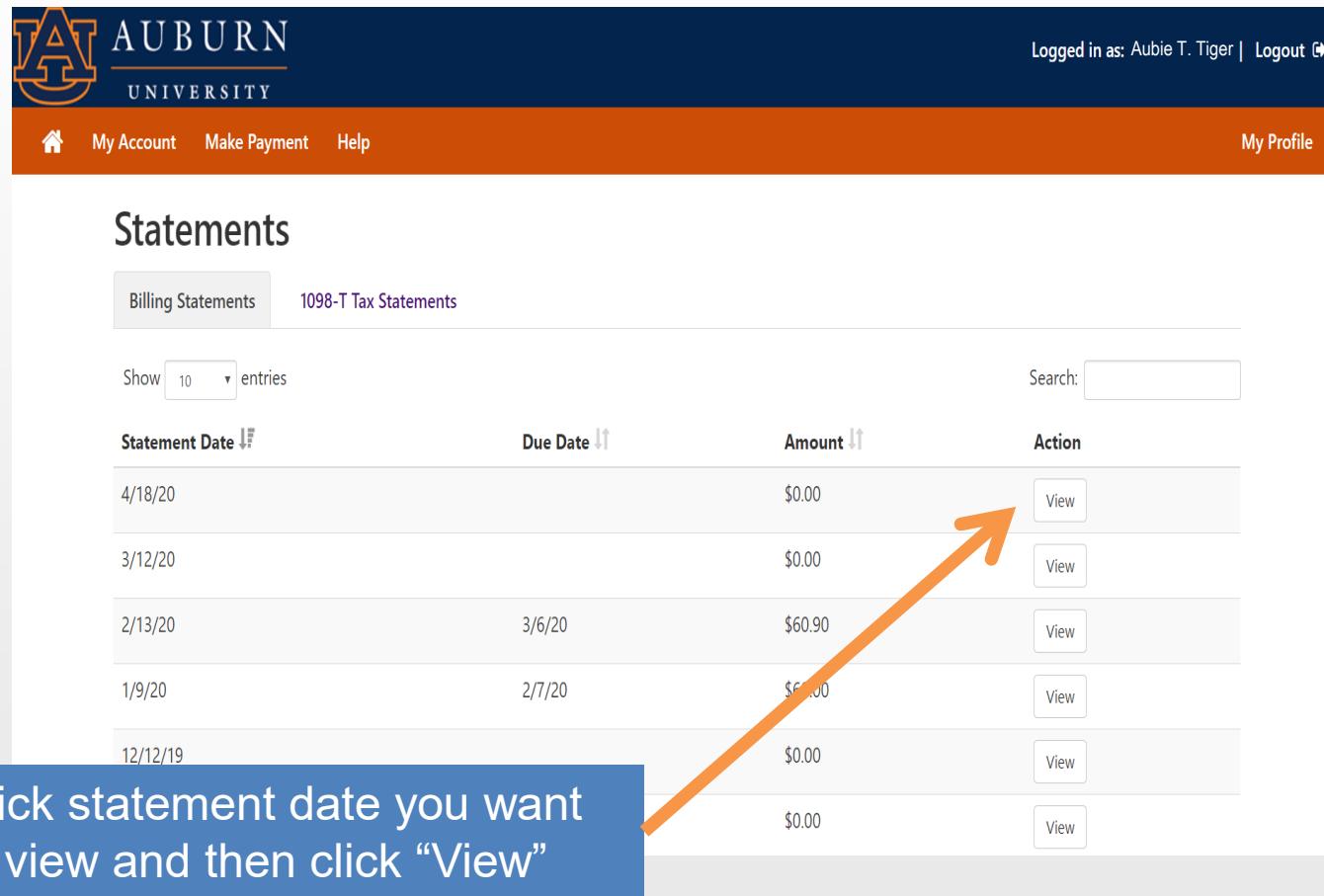
Consents and Agreements

Auto Bill Pay

Click Statement

# Where and How Students Access eBill

## Viewing Statements



Logged in as: Aubie T. Tiger | Logout 

[My Account](#) [Make Payment](#) [Help](#) [My Profile](#)

### Statements

[Billing Statements](#) [1098-T Tax Statements](#)

Show  entries Search:

Statement Date 	Due Date 	Amount 	Action
4/18/20		\$0.00	<a href="#">View</a>
3/12/20		\$0.00	<a href="#">View</a>
2/13/20	3/6/20	\$60.90	<a href="#">View</a>
1/9/20	2/7/20	\$6.00	<a href="#">View</a>
12/12/19		\$0.00	<a href="#">View</a>
		\$0.00	<a href="#">View</a>

Click statement date you want to view and then click "View"

# eBill Helpful Hints

- **IMPORTANT!!!!**

- Make sure your pop up blocker is OFF so that you can pull the actual statement.
- Student loans will show under *Estimated Financial Aid* on the statements until after they are transferred to the e-Bill (about a week before school starts).
- They will only transfer IF the student has ....
  - Accepted the loan(s) on Auburn's system **AND**
  - Completed the Entrance Counseling **AND** Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov)

# Estimated Cost of Attendance

## **(Additional Professional Fees May Be Assessed)**

• Room/Board	\$15,396
• Books/Supplies	\$1,200
• Personal	\$3,012
• Transportation	<u>\$3,154</u>
	Subtotal
	\$22,762
• AL Resident Tuition (12 hours or more)	<u>\$12,536</u>
	<b>Resident COA</b>
	<b>\$35,298</b>
• Non-Resident Tuition (12 hours or more)	<u>\$33,944</u>
	<b>Non-Resident COA</b>
	<b>\$56,706</b>



# eBill Examples



Auburn University  
Office of Student Financial Services  
203 Mary Martin Hall  
Auburn University, AL. 36849-5119  
(334) 844-4634

Cameron, Scott  
Student ID# 902013788  
Statement Date: 07-14-2023  
Due Date: 08-05-2023

Transaction Date	Code	Description	Charge	Credit
		Previous Account Balance		
		---CURRENT CHARGES/PAYMENTS---		
07-14-2023	202410	Dining Plan	425.00	
07-14-2023	202410	Tuition Resident Undergraduate	6,268.00	
		<b>\$\$\$ESTIMATED FINANCIAL AID\$\$\$</b>		
07-14-2023	202410	Scholarship		7,000.00
CURRENT DUE			\$ 0.00	
TOTAL ACCOUNT BALANCE				\$6,693.00

# eBill Examples



Auburn University  
Office of Student Financial Services  
203 Mary Martin Hall  
Auburn University, AL. 36849-5119  
(334) 844-4634

Cameron, Scott  
Student ID# 902013788  
Statement Date: 07-14-2023  
Due Date: 08-05-2023

Transaction Date	Code	Description	Charge	Credit
		Previous Account Balance ---CURRENT CHARGES/PAYMENTS---	25.00	
07-14-2023	202410	Dining Plan	1,470.00	
07-14-2023	202410	Tuition Non-Resident Undergraduate	16,972.00	
07-14-2023	202410	Village Rent - Double Room	4,980.00	
		<b>\$\$\$\$ESTIMATED FINANCIAL AID\$\$\$\$</b>		
07-14-2023	202410	Subsidized Direct Loan	2,721.00	
07-14-2023	202410	Federal Pell Grant	3,698.00	
CURRENT DUE			\$17,028.00	
TOTAL ACCOUNT BALANCE			\$23,447.00	

# Payment Plan

- **Deferred Payment Plan Option through Auburn University**
  - You can divide the **FIRST** official bill of the **semester** into two half payments. First bills of the semester are issued in **July** (Fall semester), **November** (Spring semester), and **April** (Summer semester).
- **There is no notification of this. When you make a payment, just divide amount in half and that is what you will type in.**

# Billing Schedule

- First Fall **Bill** Date – July 14, 2023
- First Fall **Due** Date – August 5, 2023
  - *Must pay at least 50% by August 5, 2023 or class schedule will be dropped*
- Second Fall **Bill** date – August 10, 2023
- Second Fall **Due** date – September 5, 2023

Annual Billing Schedule can be found at [www.auburn.edu/billing](http://www.auburn.edu/billing)

# Types of Payments Accepted

- Online
  - E-check
  - Debit/Credit (VISA/MC/AM EX/DISCOVER)
  - Western Union (domestic or international)
- In office
  - Check or cash

EFFECTIVE 12/1/2019 – For payments made by debit/credit cards, a 2.95% convenience fee will be paid to our payment servicer (TouchNet).

# Types of Payments Accepted

- International Payments
  - <http://www.auburn.edu/administration/business-finance/sfs/payments.html>
    - Pay with PayMyTuition -  
<https://www.paymytuition.com/paynow/auburn>

# Authorizations

## Student gives to parents

- There are **two** authorizations for Student Financial Services. Giving access to one does not give you access to the other. Student must do **both!**

### 1. Financial Information Release

Authorizes SFS to discuss eBill/  
Financial Aid

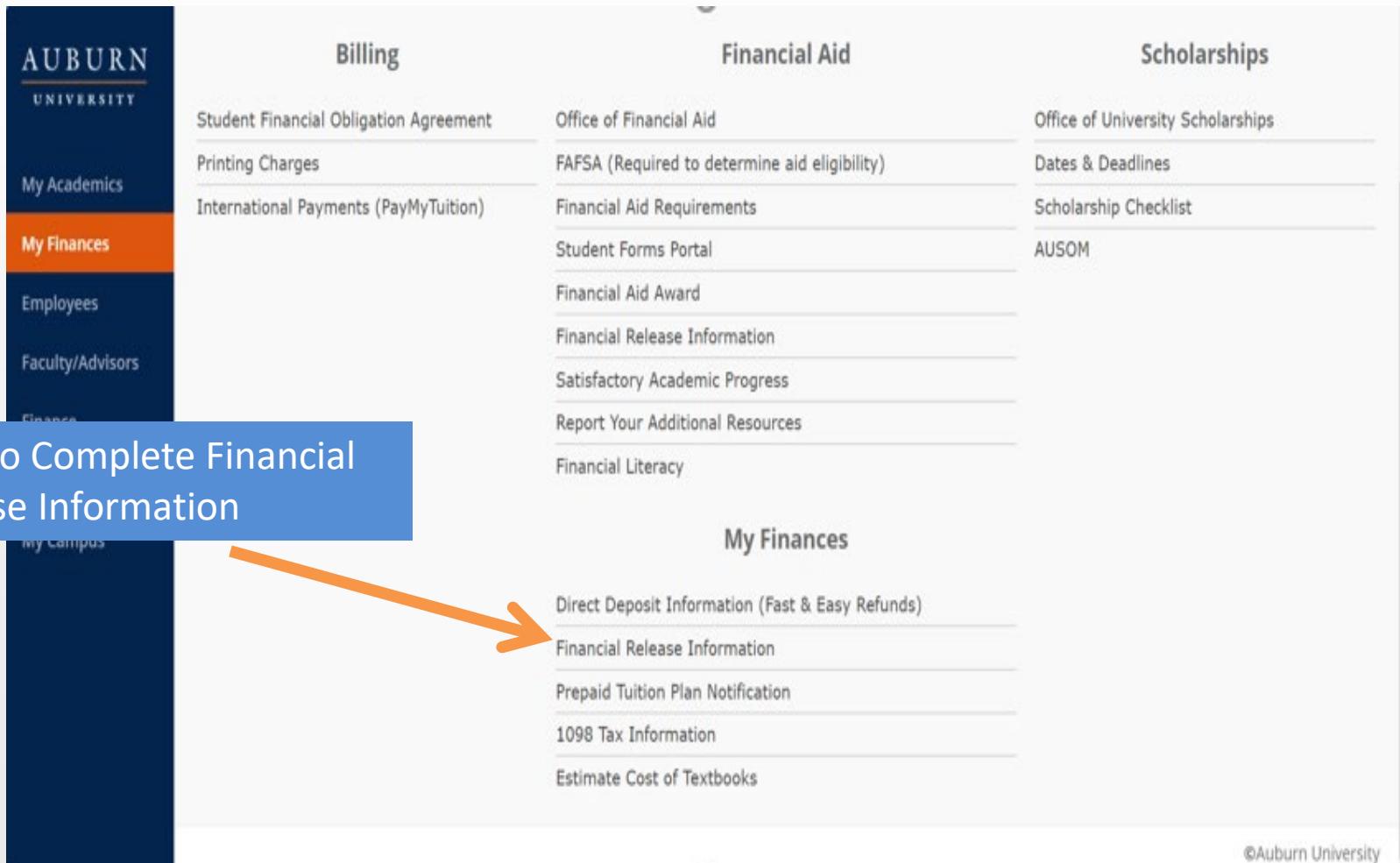


### 2. Authorized user in eBill system

Gives authorized user access to  
student's eBill account



# Complete Financial Release Information



**AUBURN**  
UNIVERSITY

My Academics

My Finances

Employees

Faculty/Advisors

Finances

Click to Complete Financial Release Information

**Billing**

- Student Financial Obligation Agreement
- Printing Charges
- International Payments (PayMyTuition)

**Financial Aid**

- Office of Financial Aid
- FAFSA (Required to determine aid eligibility)
- Financial Aid Requirements
- Student Forms Portal
- Financial Aid Award
- Financial Release Information
- Satisfactory Academic Progress
- Report Your Additional Resources
- Financial Literacy

**Scholarships**

- Office of University Scholarships
- Dates & Deadlines
- Scholarship Checklist
- AUSOM

**My Finances**

- Direct Deposit Information (Fast & Easy Refunds)
- Financial Release Information
- Prepaid Tuition Plan Notification
- 1098 Tax Information
- Estimate Cost of Textbooks

©Auburn University

# Complete Financial Release Information



[Personal Information](#) [Student](#) [Financial Aid](#) [Gateway to Grades](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Financial Information Release

[View Financial Information Release](#)

[Update Financial Information Release](#)

RELEASE: 8.8

© 2017 Ellucian Company L.P. and its affiliates.



Click Update Financial Information Release

# Complete Release of Financial Information Statement

Personal Information Student Financial Aid Gateway to Grades

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Update Financial Information Release

 To update your financial information release authorization, please select an option and click on **Submit**.

### Financial Information Release

To give the Office of Student Financial Services official permission to discuss your Financial Aid and billing information with your parents, guardians or spouse, please complete the on-line Financial Release Form. Permission may also be revoked through this same self-service option.

**PRIVACY ACT RELEASE FORM**

ID Number: XXXXX1234  
Name: Aubie T. Tiger

In accordance with the Family Education Rights and Privacy Act, we cannot release student financial information to parents or guardians without written consent of the student, or unless the student is a dependent of the parent as defined in Section 152 of the Internal Revenue Code. If consent is NOT given by the submission of this form, adequate documentation of dependent status is required for the parent to gain access to the student's financial information. A copy of the parents' latest federal income tax form would be sufficient documentation of dependent status.

If you wish to give consent to the Office of Student Financial Services or their representatives to release information directly relating to you, please select "YES" below. If you wish to revoke permission that has been given previously, please select "NO" below. The specified Financial Release status will be updated in the student system immediately.

IF THIS FORM IS NOT COMPLETED OR ADEQUATE DOCUMENTATION OF DEPENDENT STATUS IS NOT PROVIDED, FINANCIAL INFORMATION WILL NOT BE RELEASED TO ANYONE OTHER THAN THE STUDENT.

**Agreement Confirmation**  
I confirm that I am the student and understand that submitting this form indicates "written approval" for appropriate University staff to release my financial information to any individual who identifies themselves as one of my parents, guardians, or my spouse.

YES  
I wish to give consent to representatives of the Office of Student Financial Services to release my personal student billing and financial information to my parents, guardians or spouse.

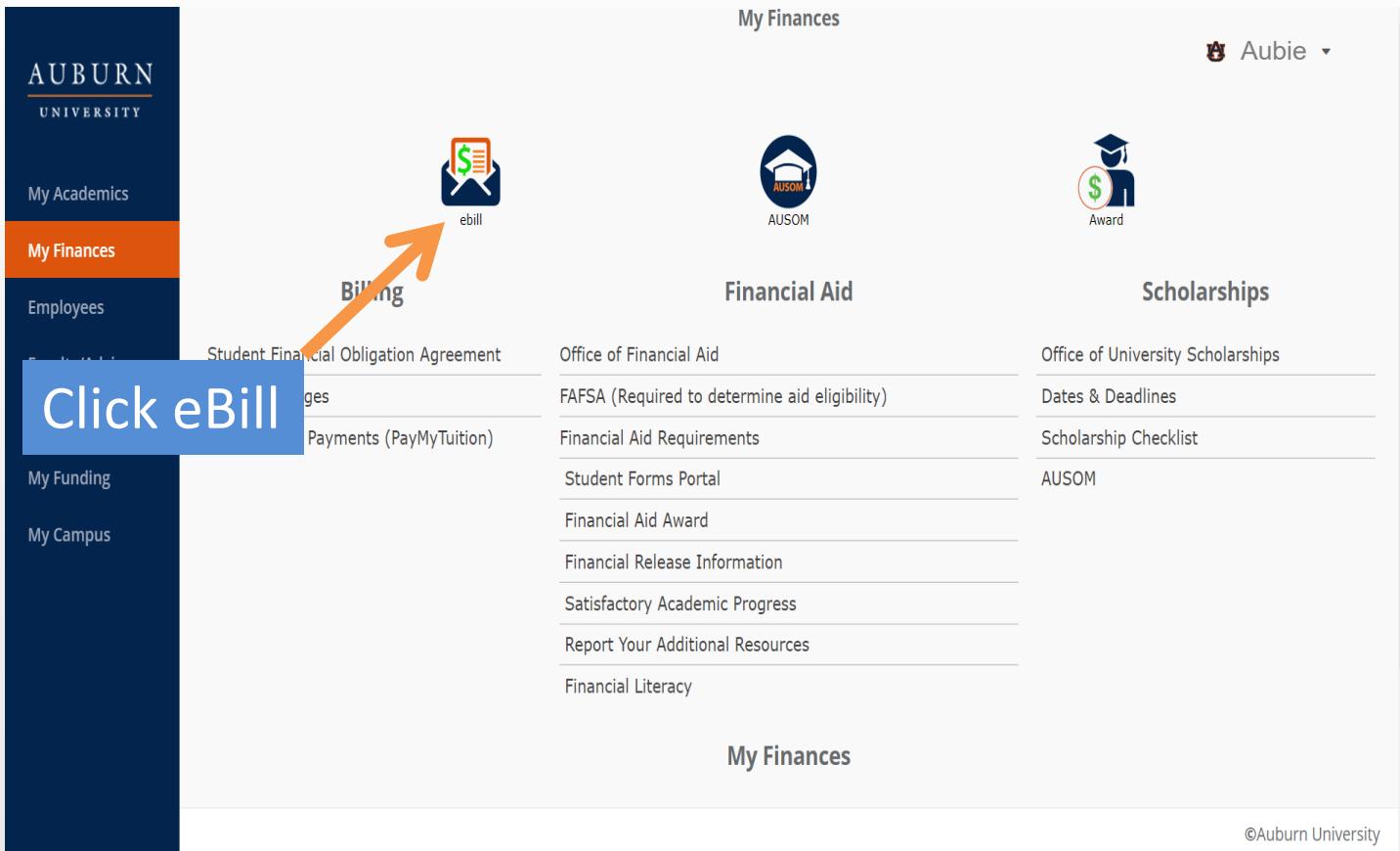
NO  
I do not wish to give consent to representatives of the Office of Student Financial Services to release my personal student billing and financial information to my parents, guardians or spouse.

It is already checked "Yes". Click Submit.

# Authorized User

- Authorized User in e-bill system
  - Access to e-bill
  - When bills are generated student gets email and any authorized user gets email
    - Check SPAM
    - Mark anything from Auburn University (@auburn.edu) as “Never Block Senders Domain”
  - If Authorized User changes emails.... Student needs to update this information through e-bill

# Add Authorized User



The image shows the Auburn University My Finances dashboard. On the left, a vertical sidebar lists 'My Academics', 'My Finances' (which is highlighted in orange), and 'Employees'. A large blue box with the text 'Click eBill' is overlaid on the sidebar. The main content area has a header 'My Finances' and a sub-header 'ebill'. Below this are sections for 'Financial Aid' and 'Scholarships'. An orange arrow points from the 'Click eBill' box towards the 'ebill' icon. The 'Financial Aid' section includes links to 'Student Financial Obligation Agreement', 'Office of Financial Aid', 'FAFSA (Required to determine aid eligibility)', 'Financial Aid Requirements', 'Student Forms Portal', 'Financial Aid Award', 'Financial Release Information', 'Satisfactory Academic Progress', 'Report Your Additional Resources', and 'Financial Literacy'. The 'Scholarships' section includes links to 'Office of University Scholarships', 'Dates & Deadlines', 'Scholarship Checklist', and 'AUSOM'. At the bottom, a footer bar contains the text 'My Finances' and '©Auburn University'.

AUBURN  
UNIVERSITY

My Academics

My Finances

Employees

Click eBill

My Finances

ebill

Billing

Student Financial Obligation Agreement

Office of Financial Aid

FAFSA (Required to determine aid eligibility)

Financial Aid Requirements

Student Forms Portal

Financial Aid Award

Financial Release Information

Satisfactory Academic Progress

Report Your Additional Resources

Financial Literacy

Financial Aid

Scholarships

Office of University Scholarships

Dates & Deadlines

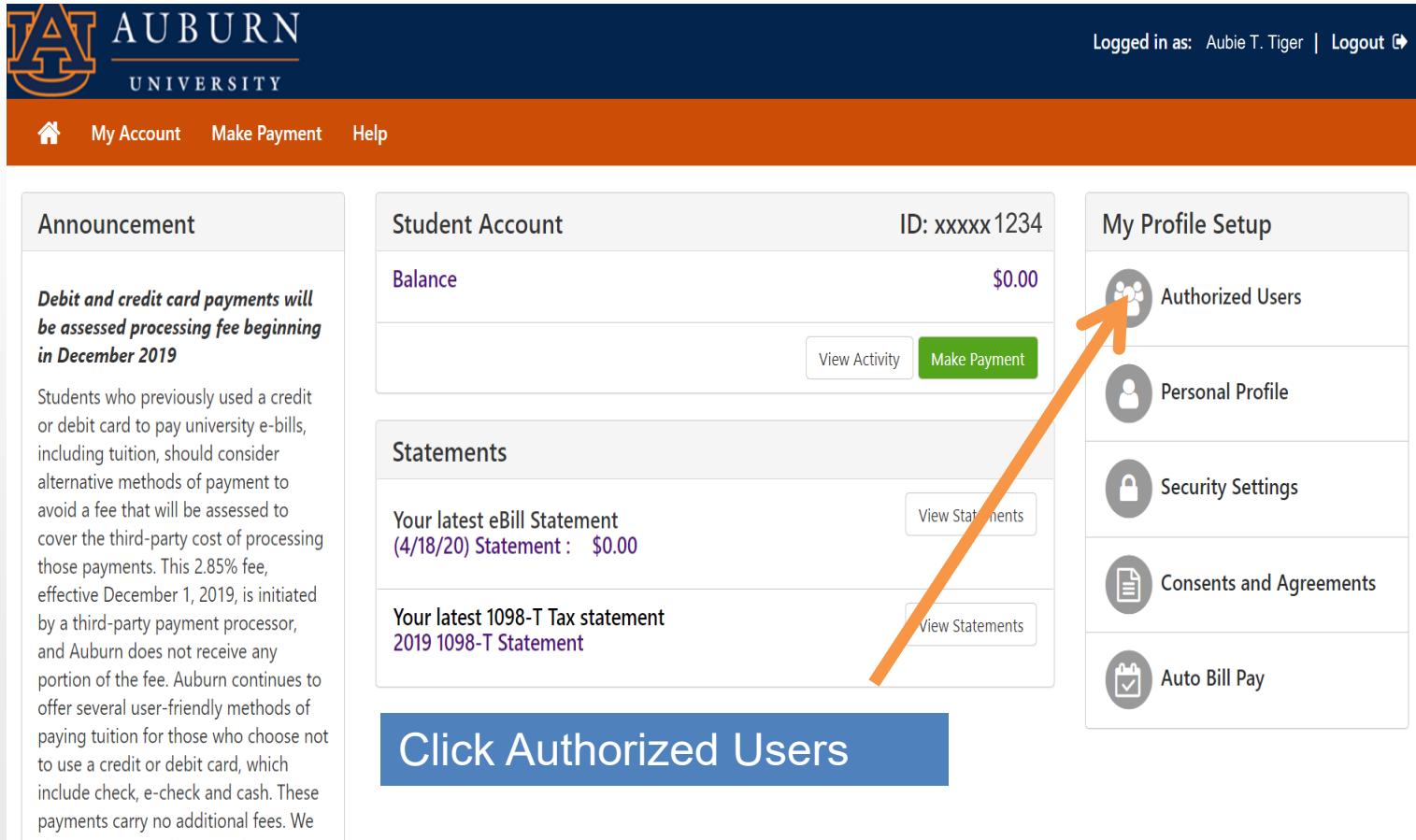
Scholarship Checklist

AUSOM

My Finances

©Auburn University

# Add Authorized User



**AUBURN**  
UNIVERSITY

Logged in as: Aubie T. Tiger | Logout

My Account Make Payment Help

**Announcement**

**Debit and credit card payments will be assessed processing fee beginning in December 2019**

Students who previously used a credit or debit card to pay university e-bills, including tuition, should consider alternative methods of payment to avoid a fee that will be assessed to cover the third-party cost of processing those payments. This 2.85% fee, effective December 1, 2019, is initiated by a third-party payment processor, and Auburn does not receive any portion of the fee. Auburn continues to offer several user-friendly methods of paying tuition for those who choose not to use a credit or debit card, which include check, e-check and cash. These payments carry no additional fees. We

**Student Account** ID: xxxxx 1234

Balance \$0.00

[View Activity](#) [Make Payment](#)

**Statements**

Your latest eBill Statement  
(4/18/20) Statement : \$0.00

[View Statements](#)

Your latest 1098-T Tax statement  
2019 1098-T Statement

[View Statements](#)

**My Profile Setup**

[Authorized Users](#) 

[Personal Profile](#) 

[Security Settings](#) 

[Consents and Agreements](#) 

[Auto Bill Pay](#) 

**Click Authorized Users**

# Authorized User Access

## ebill.auburn.edu

### Authorized User Profile Setup

#### Profile Setup

For security reasons, please change your password.

Name and E-mail Address

**\*\*Indicates required fields**

Your login ID: EMAIL@EXAMPLE.COM

\*First Name:

\*Last Name:

E-mail address:  email@example.com

Password Change

\*Enter your new password:

(minimum 7 characters and at least one number or special character)

\*Confirm your new password:

**Save**

**Cancel**

Fill in Your Full Name and enter  
NEW password. Click Save



# Authorized User Access

## ebill.auburn.edu

**Login for Authorized Users:**  
Parents, Guardians, Employers and others that the student has given permission to access their eBill.

Email:

Password:  

[Forgot Password](#) [Login](#)

Click [Forgot Password](#) to have a temporary one sent to you. Please wait one hour before attempting to use it.

To gain access to the student account, the student must grant permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to [ebill@auburn.edu](mailto:ebill@auburn.edu).

**Fill in E-mail Address and Password**

# Authorized User Access

## (more than one student)



Logged in as: Parent A | [Logout](#)

[Select Student](#)

## Student Account

### Select Student Account

You are authorized to view billing information for more than one student.

Please select a student by clicking on the name. You can change your selection later from the 'Select Student' tab.

Student Name	Auburn ID	E-mail Address
Student A	XXXXX1111	studentA@auburn.edu
Student B	XXXXX2222	studentB@auburn.edu

[Pay All](#)

Click on the student you want to view or you can click on Pay All

# Add Direct Deposit Information

AUBURN  
UNIVERSITY

My Academics

**My Finances**

Employees

**Billing**

Student Financial Obligation Agreement

Printing Charges

International Payments (PayMyTuition)

**Financial Aid**

Office of Financial Aid

FAFSA (Required to determine aid eligibility)

Financial Aid Requirements

Student Forms Portal

Financial Aid Award

Financial Release Information

Satisfactory Academic Progress

Report Your Additional Resources

Financial Literacy

**Scholarships**

Office of University Scholarships

Dates & Deadlines

Scholarship Checklist

AUSOM

Click to Add Direct Deposit Information



**My Finances**

Direct Deposit Information (Fast & Easy Refunds)

Financial Release Information

Prepaid Tuition Plan Notification

1098 Tax Information

Estimate Cost of Textbooks

©Auburn University

# What if student drops classes after the semester starts?

- Specific dates are always on the Academic Calendar (search Academic Calendar under AU Website)
- Students may add/drop a class **through the 5<sup>th</sup> class day** (Fall/Spring) with no financial penalty (Summer through 2<sup>nd</sup> class day). Tuition is reimbursable.
- If a student drops **between the 6<sup>th</sup> -15<sup>th</sup> class day** (Summer 3<sup>rd</sup>-10<sup>th</sup> class day) a \$100 Course Drop Fee per class will be assessed. Tuition is reimbursable.
- If a student drops a class **after the 15<sup>th</sup> (10<sup>th</sup> for Summer) class day**, no tuition will be reimbursed.
- If a student drops their **entire schedule between the 1<sup>st</sup> through 15<sup>th</sup> class day (10<sup>th</sup> for summer)**, there will be a \$100 resignation fee. Tuition is reimbursable.

# Contact Info

Student Financial Services

203 Mary Martin Hall

Auburn AL 36849

334-844-4634

Hours: 7:45 am-4:45 pm M-F

Open during lunch hours for your convenience!

[www.auburn.edu/sfs](http://www.auburn.edu/sfs)

Email: [ebill@auburn.edu](mailto:ebill@auburn.edu)



Questions?