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

Click AU Access
Where and How Students Access eBill

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
Where and How Students Access eBill

Click on My Finances
Where and How Students Access eBill

Click eBill
Where and How Students Access eBill

Viewing Statement

Aubie T. Tiger

1234

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 encourage you to explore these options.

Announcement

Student Account

ID: xxxxx1234

Balance

$0.00

View Activity
Make Payment

Statements

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

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

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
Estimated Cost of Attendance
(Additional Professional Fees May Be Assessed)

- Room/Board: $15,396
- Books/Supplies: $1,200
- Personal: $3,012
- Transportation: $3,154

**Subtotal:** $22,762

- AL Resident Tuition (12 hours or more): $12,536
  
  **Resident COA:** $35,298

- Non-Resident Tuition (12 hours or more): $33,944
  
  **Non-Resident COA:** $56,706
# eBill Examples

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

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

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Code</th>
<th>Description</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-14-2023</td>
<td>202410</td>
<td>Previous Account Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>---CURRENT CHARGES/PAYMENTS---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-14-2023</td>
<td>202410</td>
<td>Dining Plan</td>
<td>425.00</td>
<td></td>
</tr>
<tr>
<td>07-14-2023</td>
<td>202410</td>
<td>Tuition Resident Undergraduate</td>
<td>6,268.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$$$ESTIMATED FINANCIAL AID$$$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-14-2023</td>
<td>202410</td>
<td>Scholarship</td>
<td>7,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| CURRENT DUE      | $ 0.00 |
| TOTAL ACCOUNT BALANCE | $6,693.00 |
# eBill Examples

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

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

• Pay with PayMyTuition - [https://www.paymytuition.com/paynow/auburn](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

Click to Complete Financial Release Information
Complete Financial Release Information

Click Update Financial Information Release
Complete Release of Financial Information Statement

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

Click eBill
Add Authorized User

Student Account
ID: xxxx1234
Balance
$0.00

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

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

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

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.

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

Email:
Password:
Forgot Password
Login

Fill in E-mail Address and Password

Click Forgot Password to have a temporary one sent to you. Please wait one hour before attempting to use it.
Authorized User Access

(more than one 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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Auburn ID</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>XXXXX1111</td>
<td><a href="mailto:studentA@auburn.edu">studentA@auburn.edu</a></td>
</tr>
<tr>
<td>Student B</td>
<td>XXXXX2222</td>
<td><a href="mailto:studentB@auburn.edu">studentB@auburn.edu</a></td>
</tr>
</tbody>
</table>

Click on the student you want to view or you can click on Pay All.
Add Direct Deposit Information

Click to Add Direct Deposit Information
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 5th class day** (Fall/Spring) with no financial penalty (Summer through 2\textsuperscript{nd} class day). Tuition is reimbursable.
- If a student drops **between the 6\textsuperscript{th} - 15\textsuperscript{th} class day** (Summer 3\textsuperscript{rd}-10\textsuperscript{th} class day) a $100 Course Drop Fee per class will be assessed. Tuition is reimbursable.
- If a student drops a class **after the 15\textsuperscript{th} (10\textsuperscript{th} for Summer) class day**, no tuition will be reimbursed.
- If a student drops their **entire schedule between the 1\textsuperscript{st} through 15\textsuperscript{th} class day** (10\textsuperscript{th} 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
Email: ebill@auburn.edu

Questions?