



## Bill Confirmation (Fee Payment)

To view your Student Accounts bill, go online under **My Info** ([www.montana.edu/myinfo](http://www.montana.edu/myinfo)) and select **Electronic Billing and Payment**. Students can set up an Authorized Payer, such as a Parent, to view and pay bills by clicking on the QuikPay link on the Web bill. It is the student's responsibility to review their charges online and confirm their bill (pay fees) by the deadline. Payment deadlines are published each semester in the Registration Handbook located online under My Info. A paper copy of the Handbook is also available at the Registrar's office located in Montana Hall, room 101. A \$40 Late Fee will be assessed to all students who have not confirmed their bill (paid fees) by the deadline.

### Bill Confirmation (Fee Payment) Deadlines for spring 2016:

Registered on or before January 1, 2016	Confirm bill (pay fees) by January 8, 2016 to avoid a \$40 late payment fee.
Registered on or after January 2, 2016	Confirm bill (pay fees) by January 20, 2016 to avoid a \$40 late payment fee.
***All students must take some kind of action to be confirmed by February 3, 2016 to avoid possible cancellation of classes and additional \$40 late fee.	

### How to Confirm Your Student Accounts Bill (Pay Fees):

- 1. If all costs are paid by the student**, the student will need to pay all fees before the deadline. Fees can be paid:
  - **Online** via My Info by selecting Electronic Billing and Payment; Visa, MasterCard, Discover or E-Check accepted.
  - **Mail** a check or money order with a copy of the student bill to MSU Student Accounts, P.O. Box 172640, Bozeman, MT 59717. **DO NOT SEND CASH IN THE MAIL**
  - **In person** at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8:00–5:00, Monday - Friday.
- 2. If a portion of the student's costs are paid from other sources** (i.e. financial aid, third party payer) and there is a remaining balance, the student **MUST** pay the balance due in one of the above ways before the deadline.
- 3. If all of the student's costs are paid from other sources** (i.e. financial aid, third party payer) and the student's bill has a zero or credit balance, the student **MUST confirm their bill** by clicking on the **Confirm** button at the bottom of the Student Accounts bill in My Info before the deadline.

### Tuition Payment Plan

This interest-free plan provides an option for those students who cannot pay their entire bill by the published fee payment deadline. Instead of paying the bill in full, qualified applicants may pay their bill in four installments. The first installment, a minimum of one-fourth of the applicable University charges, is due by the published fee payment deadline. The second, third, and fourth installments are due as follows:

Fall Semester	Spring Semester
October 1	February 1
November 1	March 1
December 1	April 1

A nonrefundable processing fee is assessed for each approved application. Tuition Payment Plan applications or additional information may be obtained from the Student Accounts Office in person or on the Student Accounts Web site: [www.montana.edu/wwwbu/studentaccts\\_defpay.html](http://www.montana.edu/wwwbu/studentaccts_defpay.html)



**Anticipating a refund for spring semester?  
Receive your funds faster by signing up for Direct Deposit!**

- Login to My Info and select Electronic Billing and Payment