



## Student Billing Information

[www.montana.edu/ubs/studentaccounts/](http://www.montana.edu/ubs/studentaccounts/)

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

### FALL 2018 Bill Confirmation (Fee Payment) Deadlines:

Registered on or before July 31, 2018	Confirm bill (pay fees) by August 10, 2018 to avoid a \$40 late payment fee.
Registered on or after August 1, 2018	Confirm bill (pay fees) by August 31, 2018 to avoid a \$40 late payment fee.
***All students must take some kind of action to be confirmed by September 17, 2018 to avoid possible cancellation of classes and additional \$40 late fee.	

### SPRING 2019 Bill Confirmation (Fee Payment) Deadlines:

Registered on or before December 31, 2018	Confirm bill (pay fees) by January 4, 2019 to avoid a \$40 late payment fee.
Registered on or after January 1, 2019	Confirm bill (pay fees) by January 16, 2019 to avoid a \$40 late payment fee.
***All students must take some kind of action to be confirmed by January 30, 2019 to avoid possible cancellation of classes and additional \$40 late fee.	

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

- If all costs are paid by the student**, the student must pay all fees before the deadline. Fees can be paid:
  - Online** via MyInfo by selecting Electronic Billing and Payment; Visa, MasterCard, Discover, American Express or E-Check accepted.
  - Mail** a check or money order payable to **MONTANA STATE UNIVERSITY** with a copy of the student bill to MSU Student Accounts, P.O. Box 172640, Bozeman, MT 59717. **DO NOT MAIL CASH.**
  - 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.
- 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.
- 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 MyInfo 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, payable with the 1<sup>st</sup> installment, 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)