U-BILL INFORMATION

- University Bills (U-Bills) are available in MyUNIverse - Student Center on the second business day of each month. Billing notifications are sent to the student's UNI email account each month when the U-Bill is available.
- U-Bills are due on the 20th day of each month.
- Tuition, mandatory fees, campus housing, and meal plans are billed on a semester basis. These charges are due on the following days:
  - Fall: August 20
  - Spring: January 20
- If U-Bills are not paid by the due date, a late fee of up to 1% will be assessed. A hold will be placed on the student's account which will prevent registration for future courses and requests for transcripts.

PAYMENT PLAN

- If you are unable to pay the first U-Bill in full, UNI offers a five-month payment plan option each semester.
- The payment plan divides the tuition, mandatory fees, campus housing, and meal plan charges into five equal installments, due on the 20th of each month.
- Students can sign up in MyUNIverse - Student Center after the first U-Bill of the semester is available. Students must sign up for the plan prior to the first due date of each semester.
- A $20 deferred billing fee will be assessed to the U-Bill.

PAYMENT OPTIONS

Payments can be made at one of the following locations:
- Online by e-check or credit card in MyUNIverse - Student Center (Guide available at: https://obo.uni.edu/student-accounts/pay)
- Cashier's Window 103 Gilchrist Hall, 8:00-4:30 Monday-Friday
- Drop-box located outside of the East Entrance of Gilchrist
- Mailing address - Please include student name and University ID number in the memo section of the check:
  University of Northern Iowa
  Attn: Student Accounts
  103 Gilchrist Hall
  Cedar Falls, IA 50614-0008

UNIVERSITY BILLING checklist

☐ Create a Third Party Account
  Students can create a third party account authorizing parents to view the U-Bill, set up payment plans, and make e-check payments. Here's how:
  - MyUNIverse > My Page > Third Party Accounts > Manage 3rd Party Accounts > Add New

☐ Enroll in a 5-month payment plan
  Sign up each semester before August 20 for Fall, and January 20 for Spring in MyUNIverse at:
  - MyUNIverse > My Page > My Student Center > Account Inquiry > Account Services > Select Payment Plan

☐ Grant Permissions: Financial Aid
  Granting permissions allows financial aid awards to pay miscellaneous charges such as campus retail purchases, library charges, and parking fines. Go to:
  - MyUNIverse > My Page > My Student Center > Account Inquiry > Account Services > Student Permission > Grant Permissions > FEDSTATE

☐ Set up Direct Deposit
  This is a free service that automatically deposits refunds from UNI into a bank account of your choice for both student and parent refunds.
  - Student Refunds: MyUNIverse > My Page > Direct Deposit Sign Up
  - Parent Plus Refunds: Find the online form at obo.uni.edu/student-accounts

☐ Pay your first U-Bill!
  Choose one of the payment options and submit your payment before the due date.
  - If paying via e-check or credit card, visit: MyUNIverse > My Student Center > Under the Finances section > Make a Payment