

*Welcome to the Red Flash Family!*



# Managing your Student Account



# WELCOME

## **BUSINESS OFFICE**

Missy Long, Bursar

Shanelle Farabaugh, Student Accounts

## **OFFICE OF FINANCIAL AID**

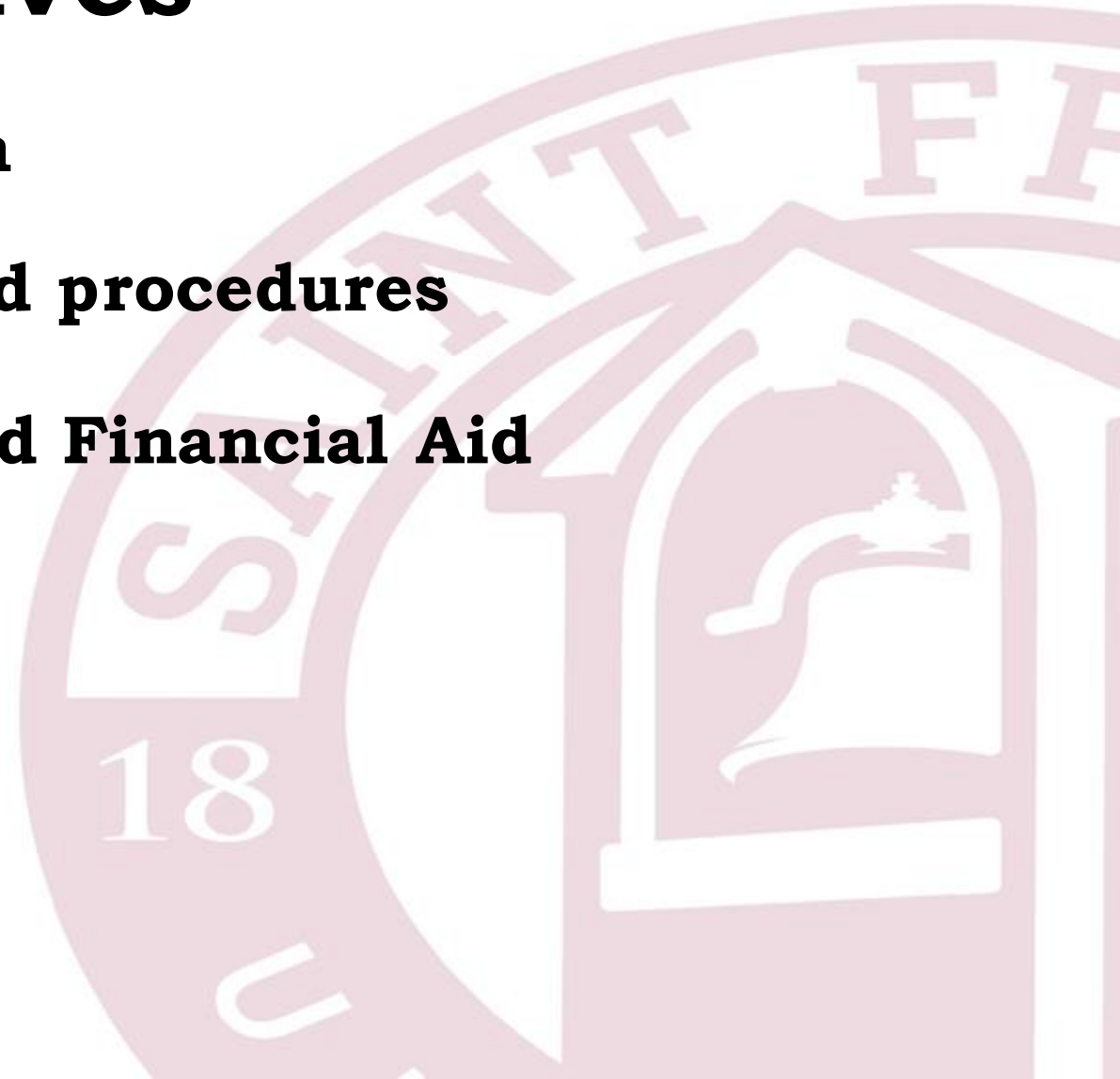
Tom Kendziora, Director of Financial Aid

Stephanie Schrift, Associate Director of Financial Aid



# Objectives

- **Contact Information**
- **Billing processes and procedures**
- **Payment options and Financial Aid**
- **Next steps**



# GENERAL CONTACT INFORMATION

- **Business Office – 1<sup>st</sup> Floor of Raymond Hall**

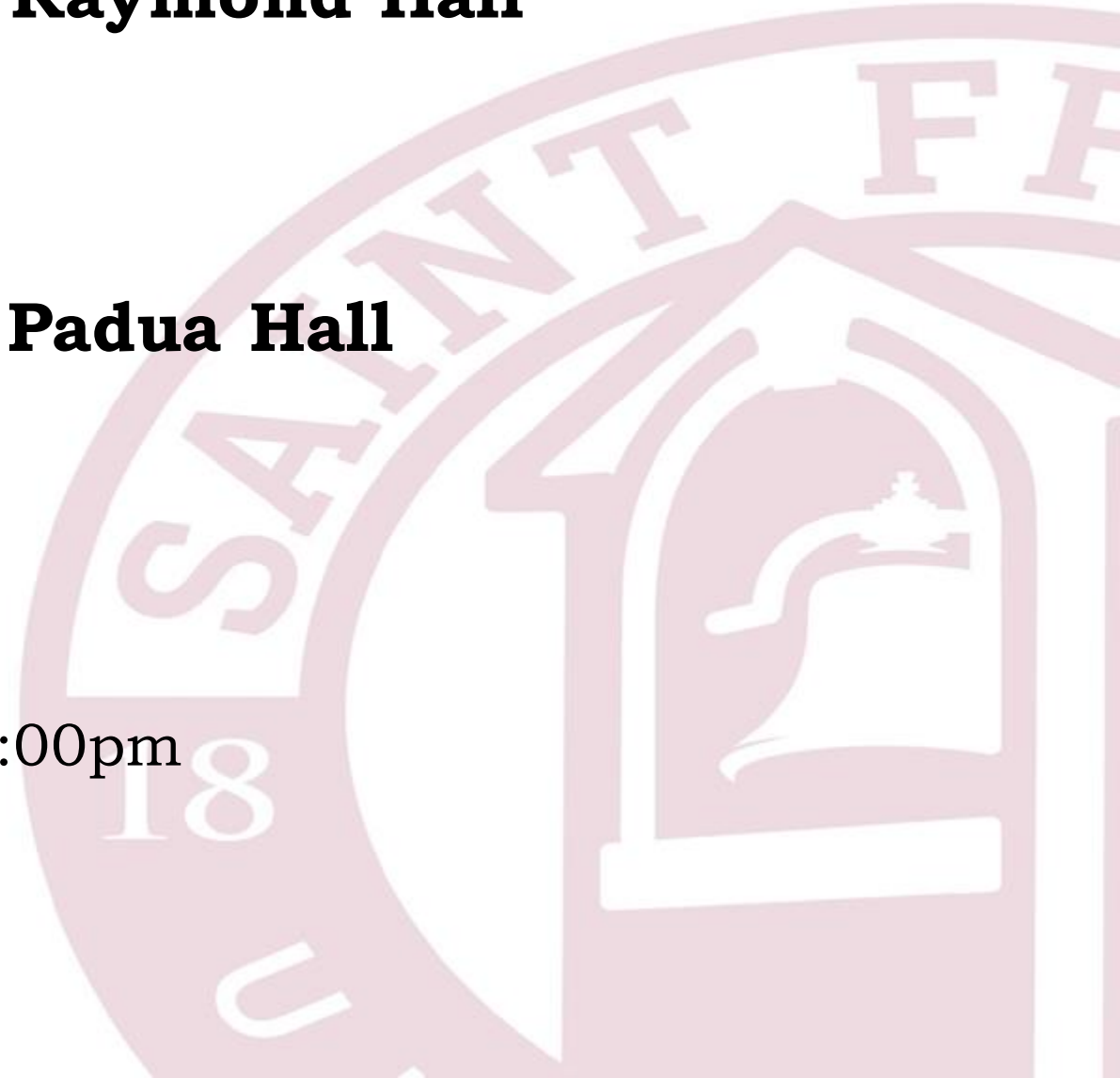
- Phone – (814) 472-2884
- Fax – (814) 472-3886
- Email – [billing@francis.edu](mailto:billing@francis.edu)

- **Office of Financial Aid – 228 Padua Hall**

- Phone – (814) 472-3010
- Fax – (814) 472-3999
- Email – [finaid@francis.edu](mailto:finaid@francis.edu)

- **Office Hours**

- Monday thru Friday 8:30am to 4:00pm



# STUDENT BILLING

- Schedule for Bills
  - Fall - first week of July. Payment is due August
  - Spring – first week of December. Payment is due January
- All electronic online statements – Student and any **additional authorized** users will receive e-mail notifications.
  - Statements are issued the 1<sup>st</sup> week of each month only if a balance is due.

Home | MyFrancis

https://my.francis.edu/ICS/

**Home** **Current Students** **Faculty/Staff** **Future Students** **Parents** **Helpdesk**

You are here: [Home](#) > [Home](#)

**MyFrancis**

Home

**Username Lookup**

**Users**

**Quick Links**

- Canvas
- Campus Calendars
- Check Gmail
- Submit a Work Order
- University Catalog

**MyFrancis**

Welcome to MyFrancis

**Campus Announcements**

[Torvian Hours](#)  
(from Maureen J. Malloy)

[ALL Catholic Men are invited to join the SFU Knights of Columbus](#)  
(from Dr. Bobby L. Anderson)

[Show All Announcements](#)

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### Parents

Welcome

### Quick Links

- Canvas
- Campus Calendars
- Check Gmail
- Submit a Work Order
- University Catalog

## Parents

### Welcome

Dear Saint Francis University Parents,

My.Francis.edu is an important resource for your part of the university experience. Below are instructions on how your son/daughter can access their billing information. As parents, you can also follow the CASHnet link below to access your son/daughter's billing statements or make payments online.



### University Resources

[View all bookmarks](#)

Search [ ] [Q]

#### University Resources

Title	↑↓	Description
<a href="#">Campus Life</a>		
<a href="#">Commencement</a>		

### Student Billing Information

#### Access to CashNet

[View/Pay My Student's Bill](#)

### CashNet Frequently Asked Questions

- What is CashNet?
- How do I make a payment using CashNet?
- How do I save credit card and bank account information for future payments?
- What is an E-Refund?
- What do I do if I've forgotten my password?

### Health Insurance

[View all bookmarks](#)

Search [ ] [Q]





Jordyn Wood



Jordyn Wood  
Saint Francis University

Balance  
\$0

Overview

Make a Payment

Transactions

Statements

Sign Out

Summary

[View statements](#)

Your account does not currently have any outstanding charges.



Sign up for direct deposit refunds!

Receive refunds and disbursements faster with direct deposit.

Sign up



Do you want help paying?

Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

Available items

[View all](#)

Make a Student Account Payment

Recent transactions

[View all](#)

No transaction history

Some transactions may not appear.

Make a payment



Student Finances | Current Student | New Tab

my.francis.edu/ICS/Current\_Students/Student\_Finances.jnz

Student Finances

- Housing Room Draw
- Residence Life
- Adult Degree and Continuing Studies
- Online Training
- My Account Transactions
- Incoming Students
- Work Study Job Listing
- Student Handbook
- CARES Grant Application
- Records and Academics
- Francis Worldwide

**Quick Links**

- My Pages
- University Directory
- Canvas
- Campus Calendars
- Check Gmail
- Dining Menus
- Request a Transcript
- Engage
- University Catalog
- University Policies &

### Student Balance

-109.2

### Real Time Student Transactions

[View all bookmarks](#)

Search

#### Real time Student Transactions Report

Title	Description
<a href="#">View My Current Student Account Transactions</a>	

### My Student Information

#### Student Finance Center

- View My Bill
- Pay My Bill
- Sign Up for a Payment Plan
- Sign Up for E-refunds
- Grant Additional User Access

### Financial Aid Links

Search

Title	Description
<a href="#">NetPartner</a>	Students log in to their my.francis student portal to view their financial aid records, learn about application procedures or upcoming events; download electronic forms; and complete additional aid applications if necessary. <b>This information is NOT a student bill.</b>

### Important Financial Dates

[View full calendar](#)

May 21 — June 20, 2020

No events in this time frame.

### Documents

[View all handouts](#)

Search

#### Student Billing

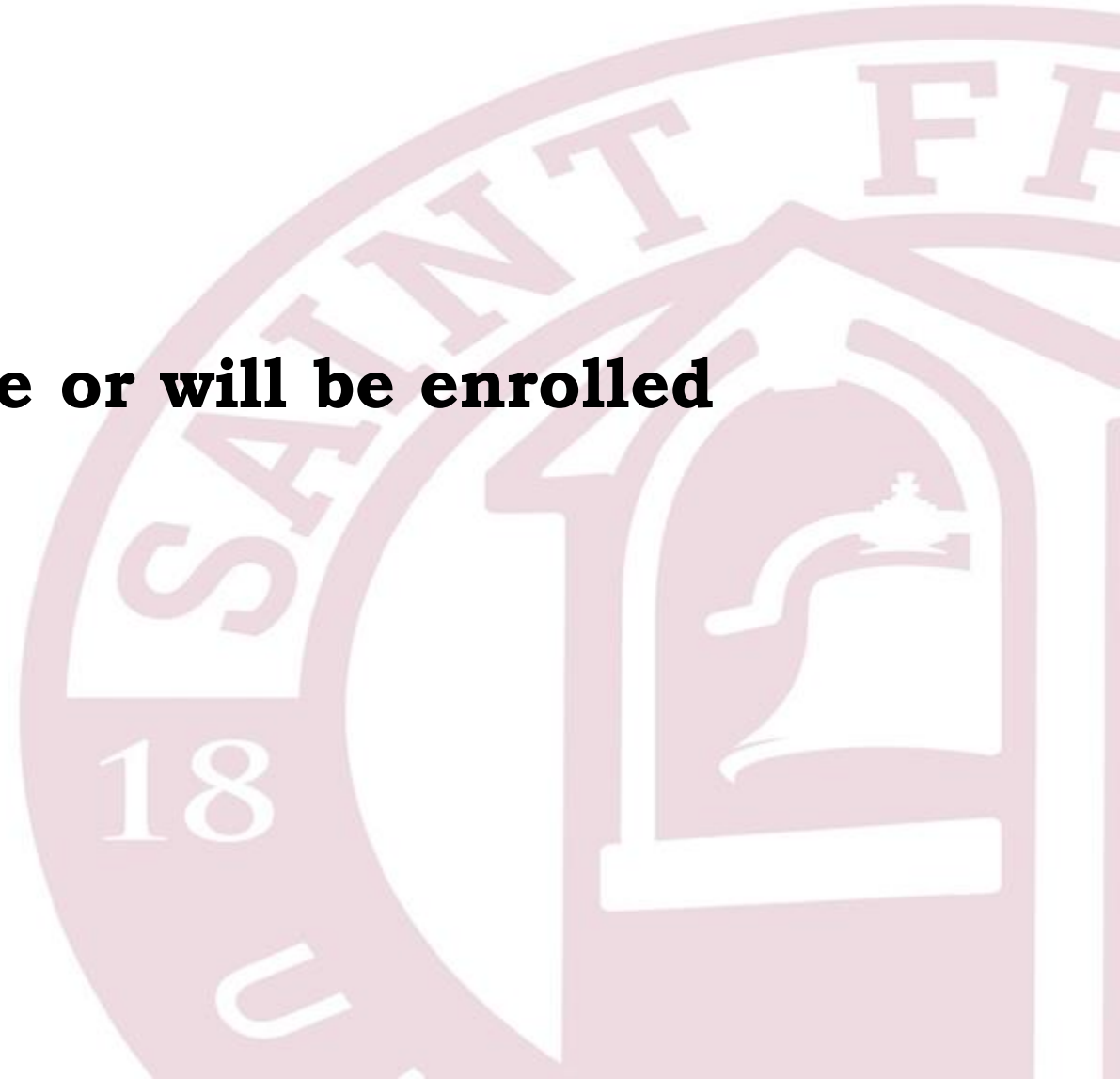
File

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# STUDENT BILLING

## Charges during the semester

- Tuition/fees
- Dorm/Meal Plan
- Late Fees
- Health Insurance – **Must Waive or will be enrolled**
- Health Service Fee
- Parking pass/fines
- Room damages
- ID replacements



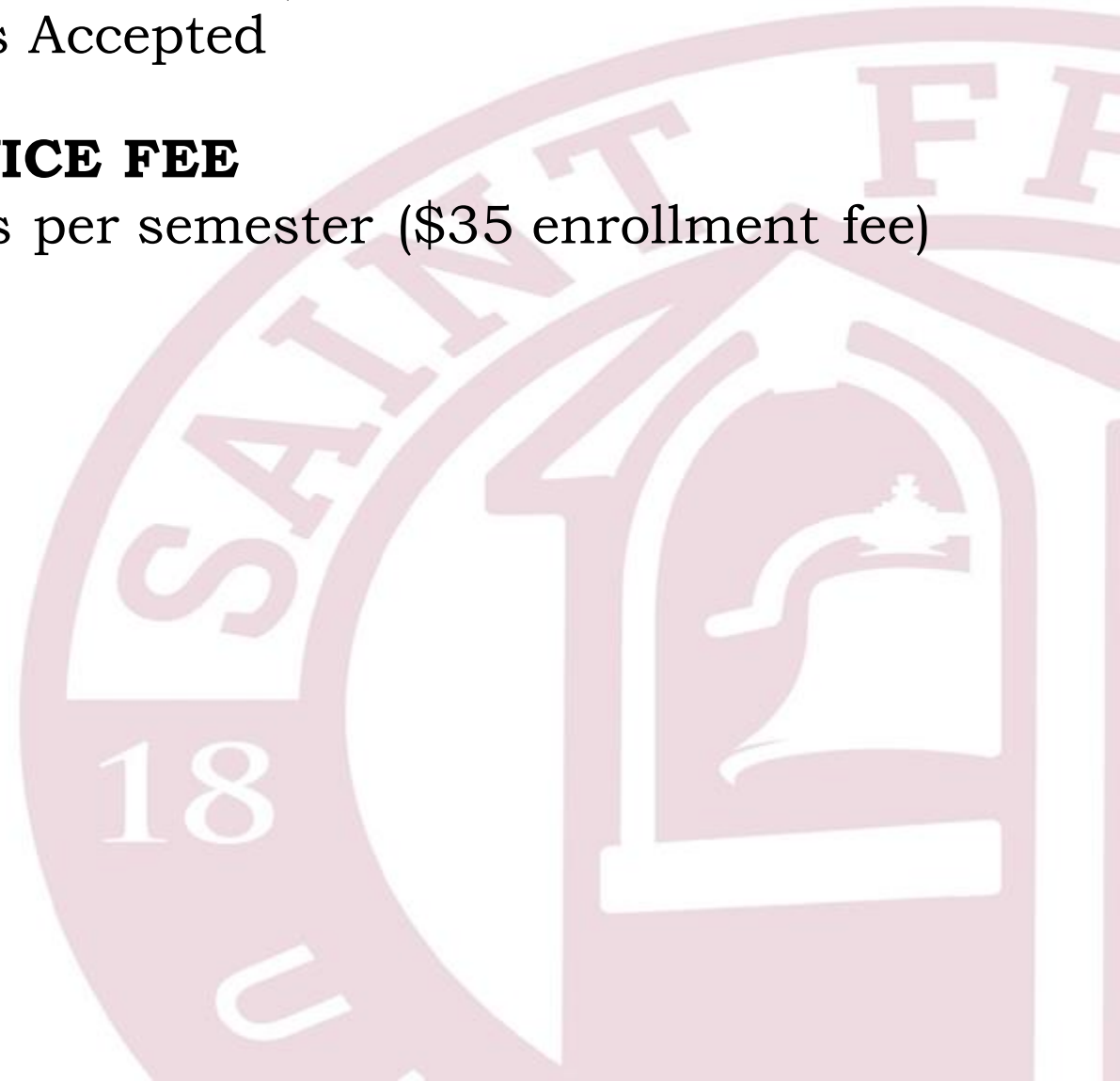
# PAYMENT OPTIONS

- **Online Payment Options (most convenient)**

- Credit Card – All Major Credit Cards Accepted
  - 2.85% Fee for Credit Card Payments
- ACH – Electronic Check – **NO SERVICE FEE**
- Payment Plan - 5 monthly payments per semester (\$35 enrollment fee)
  - Fall Plan: July – December
  - Spring Plan: January – May

- **Mailing a Check?**

- Payable to SFU
- Mailing Address:  
PO Box 600  
Attn: Business Office  
Loretto, PA 15940





# Next Steps

- Student grant parent access to online billing
- Finalize Payments
  - Payment Plans
  - 529 Plans
  - Loans
- Sign up for E-Refunds
- Waive or Enroll in Student Health Insurance



# LOAN OPTIONS

## STUDENT: FEDERAL DIRECT LOANS

### Accepting your Federal loans:

- Using the *Student* FSA ID, log in at [www.studentaid.gov](http://www.studentaid.gov)
  - Must complete the **Master Promissory Note (MPN)**
  - Must complete **Loan Entrance Counseling**

# LOAN OPTIONS

## STUDENT: FEDERAL DIRECT LOAN

- Origination Fee (Sub/Unsub – **1.057%**)
- Fixed Interest Rate (Sub/Unsub – **4.99%<sup>1</sup>**)
- Payments deferred while enrolled
  - \*Subsidized: Does not accrue interest while in school
  - \*Unsubsidized: Starts accruing interest upon disbursement



# LOAN OPTIONS

## STUDENT: PRIVATE LENDER LOAN

- Based on credit – Parent or creditworthy co-signer
  - \* Some lenders do not require a cosigner
- May borrow up to the Cost of Attendance
  - Can borrow by the semester or full academic year
- Most offer “In-School Deferment” but interest accumulates while the student in school
- No pre-payment penalties

# LOAN OPTIONS

## STUDENT: PRIVATE LENDER LOAN

- Visit [www.elmselect.com](http://www.elmselect.com)
  - Choose “Saint Francis University” in the school section
  - Choose the program (Undergraduate, Parent Loans, Health Professional, etc.)
- Compare several lenders based on repayment options (deferments, incentives, interest rates, etc.)
- Check with your local bank or credit union also!

# LOAN OPTIONS

## PARENT: FEDERAL PLUS LOAN

### ELIGIBILITY

- Only parent (biological or adoptive) of dependent, undergraduate student may apply
- Student must be enrolled at least half-time
- Parent must be credit worthy as determined by lender
- Repayment begins typically within sixty days of disbursement



# LOAN OPTIONS

## PARENT: FEDERAL PLUS LOAN

- Go to [www.studentaid.gov](http://www.studentaid.gov) and log in using the **Parent** FSA ID
- Complete the PLUS Application **and** PLUS Master Promissory Note
- Our office receives the electronic application and MPN to process the loan.

# LOAN OPTIONS

## PARENT: FEDERAL PLUS LOAN

### INTEREST RATE

- Interest rate = 7.54%
  - Fixed Rate
- Application opens July 1st each year
- Origination fee of 4.23%



# LOAN OPTIONS

## PARENT: PLUS LOAN \*DENIAL

- If a parent is denied the PLUS loan for credit reasons, the student becomes eligible for an additional unsubsidized Direct Loan.
  - Freshman and Sophomore = \$4,000/year
  - Junior and Senior = \$5,000/year
- A parent must be denied the PLUS each year in which the student wishes to receive the additional unsubsidized Direct Loan

# WORK STUDY INFORMATION

- **Optional & not calculated in student “Net Cost of Education” calculation on the award letter**
- Students responsible for finding a job
  - Contact offices/departments directly
- Complete I-9 & W-4 Forms with Payroll Clerk
- Paid directly to the student – will need to enroll in direct deposit



# ACADEMIC PROGRESS

- Full-time students must complete a minimum of 12 credits per semester – or 24 credits per academic year (fall and spring semester) to maintain aid eligibility
- Failure to do so results in the loss of all Federal and Institutional Aid – including Federal loans (PA state grant may follow a different standard)

**THANK YOU**

**Any Questions?**

