

**Welcome to the Fall 2021 Semester at UNE!
Your tuition statement is enclosed.**

Please review the items in blue headings and use this guide as a checklist. **Links are clickable.**

New Students: To set up UNE accounts, go to www.une.edu/newstudentinstructions.

For information about loan disbursement dates and refunds for each semester, go to www.une.edu/disbursement

Allow 7-10 business days for refunds to arrive after disbursement day (or award changes).

FALL BILL DUE DATE: AUGUST 1, 2021

Enclosed bill is for **Fall 2021 semester only**. Spring 2022 bills are sent in December.

Please determine items below needing completion. Payment arrangements must be in place by **August 1** to avoid \$150 late fee.

- Loans - Apply for full academic year; calculate loan origination fees prior to finalizing loans. Go to www.studentaid.gov for more information.
- eBills - Every 30 days - Real-time billing available on TouchNet (online billing)
- Balance after financial aid, if applicable - Make arrangements to pay before due date (**see Make Arrangements to Pay Bill below**)
- Students please set up your Direct Deposit account for refunds. Login to [U-Online](#) > select the Personal Information tab > Personal Information and Settings option > Direct Deposit Allocation option > Select Accounts Payable option for refunds.
- Opt in for the electronic 1098t form where you view your eBill online.

ACTION ITEM	(√)
Check box if completed! (if applicable)	
COMPLETE FINANCIAL AID REQUIREMENTS (ACCEPT or DECLINE LOANS) Go to www.une.edu/acceptaward	
Federal loans, if applicable, will credit the bill once requirements are complete: 1) Accept Terms & Conditions and 2) Accept Award First time borrowing federal loans? Go to www.studentaid.gov. <ul style="list-style-type: none"> • Complete Master Promissory Note(s) for Unsubsidized Direct Loan <u>AND</u> Grad PLUS (if applicable). • Complete "Entrance Counseling for Graduate Students" 	
WAIVE HEALTH INSURANCE OR ENROLL IN UNE's PLAN (July 1 through August 17) Find waiver/enrollment instructions at www.une.edu/healthinsurance	
All students in ON-CAMPUS graduate programs are charged \$4,174 for health insurance UNTIL waiver* is completed. <ul style="list-style-type: none"> • Complete waiver/enrollment process ONLINE between July 1 – July 29. We cannot complete this process for you. • If waiving insurance, fee will be removed (allow 3-5 business days) • Complete process every year. All students must have proof of health insurance to start each academic year. <small>*Waiver requires: Insurance Company, Plan Name, Policy & Group Number, Company Address</small> The \$4,174 fee is for fall/spring. If you enrolled in/waived the Summer Plan, you will need to do so again for the new academic year.	
MAKE ARRANGEMENTS TO PAY BILL (if not utilizing financial aid for total payment) Go to Bills, Payment, and Refunds	
<ul style="list-style-type: none"> • Make payments online at TouchNet – One-time or Tuition Payment Plan (See below <i>View Your eBill Online</i>). • Mail a check to UNE's payment processor (please note mailed payments can take up to two weeks to receive and post to your student account) - Student Financial Services, PO Box 6442, Brattleboro, VT 05302-6442. • Apply for Private Loan - See www.une.edu/privateloans for details on UNE's Recommended Lenders (many lenders offer no-fee private graduate loans – research the benefits of federal loans before applying for private loans). 	
VIEW YOUR eBILL ONLINE (TouchNet) Go to U-Online	
View and make payments online through our secure portal. <ul style="list-style-type: none"> • View you eBill and pay online (available 24/7) - Use credit, debit, ACH checking/savings accounts, no extra fee is added for online payments. • Add Authorized Users (e.g. spouses, parents) - Authorized Users access account directly at www.une.edu/touchnet. • Enroll in UNE's Tuition Payment Plan (by semester) – Go to www.une.edu/paymentplan for more information. 	

PROVIDE NOTIFICATION OF OUTSIDE FUNDING (if applicable) Email to sfs@une.edu	
Receiving funds from outside sources? (e.g. tuition waivers, outside scholarships, etc.) <ul style="list-style-type: none"> Notify SFS by providing copies of letters/notifications - federal regulations require consideration of outside resources before financial aid is calculated; deduct these amounts when calculating loans/payments, if documentation has been provided. 	
ACTION ITEM Check box if completed! (if applicable)	(√)
SET UP YOUR DIRECT DEPOSIT (for refunds) Go to U-Online	
<ul style="list-style-type: none"> If funds overpay your account, a refund will be available within 2 weeks after designated Add/Drop period for your program. Refer to www.une.edu/academiccalendar for dates. Enroll in Direct Deposit to expedite refunds: Login to U-Online > select personal information > select direct deposit allocation > enter bank routing number, account number > select account type > select "Accounts Payable Deposit" and save 	
COMPLETE AUTHORIZATIONS (FERPA / ONLINE BILLING/TOUCHNET / TITLE IV) Go to U-Online	
<ol style="list-style-type: none"> Authorization for Release of Information Form (FERPA)(optional) - To permit significant others access to account information, find form at U-Online. In compliance with the Family Educational Rights and Privacy Act (FERPA), we must have authorization from a student permitting us to discuss financial information with others. Financial aid is NOT affected if form is not completed. Add Authorized Users (online billing)(optional) - To permit others access to online billing system, add "Authorized Users." Go to U-Online > <i>Student Financial Services</i> > <i>Student Accounts</i> > <i>Manage My Bill</i> > <i>Add Authorized Users</i>. Authorized users will receive email communications when the bill is ready; can make payments or set up payment plans and view the yearly 1098t tax form. Please note: FERPA authorization is separate from TouchNet and must be completed separately. Answer Title IV Authorization Question (required) Go to U-Online > <i>Student Financial Services</i> > <i>Award</i> > <i>Award by Aid Year</i> > <i>Resources/Additional Information</i>. Read <i>Additional Information</i> and answer question: "Do you authorize UNE to apply Title IV funds to non-educational charges?" 	
SUBMIT HEALTH INFORMATION (required for new students) Mail forms to Student Health Center - Go to www.une.edu/student-health-center	
NEW STUDENTS: Proof of immunization, health history, and physical examination forms required to attend classes at UNE.	
OBTAIN PARKING PERMIT (Site opens August 1st) Go to The Permit Store (https://une.thepermitstore.com)	
If you plan to use a car on campus, you must obtain a parking permit ONLINE. For Portland Campus parking, please visit this site to obtain your FREE permit.	

CONTACT INFORMATION

Student Financial Services
(207) 602-2342

Email: sfs@une.edu

Mail Payments: P.O. Box 6442, Brattleboro, VT 05302-6442

All Other Mail: UNE Student Financial Services, 11 Hills Beach Road, Biddeford, ME 04005