

DePauw University

2011-12 Billing and Payment Information

CASHNet Selected for e-Commerce Services

DePauw has contracted with CASHNet to provide DePauw students e-commerce services. This will provide students and third parties:

- A redesigned monthly invoice
- E-mail and/or text notifications of new invoices
- On-line payments by eCheck or credit card (no Visa)
- A new, on-line five month payment plan
- Third parties access to student account info

Accessing CASHNet

Students

Login to CASHNet directly from [e-Services](#) by clicking on "CASHNet (billing/payments)" link. You will be automatically signed-in.

Third Party Access (**ONLY STUDENTS CAN GRANT ACCESS**)

To grant access to third parties, students:

- Click on the "Third Party PINs" link on your "My Account" screen.
- Complete the required information (including appropriate access) and an e-mail will automatically be sent to the third party with the appropriate PIN and password.
- Third parties can access the site directly by <https://commerce.cashnet.com/depauwpay?LT=P>.

Making Payments

CASHNet provides two easy ways to make payments.

eCheck

- **No fees** for paying by e-check
- Information needed: Bank account number, account type (checking or saving), routing number, and account name

Credit Cards

- Credit cards accepted include MasterCard, Discover, and American Express. Sorry, VISA is not accepted.
 - A non-refundable 2.9% convenience fee is charged for using a credit card.

New Payment Plan Information

DePauw will offer a five month payment plan through CASHNet. The Tuition Management Systems Payment Plan will no longer be offered.

Payment Plan Overview

- The Payment Plan allows students and parents to pay for their semester charges over five months.
 - First semester payments are due the first day of the month from August through December.
 - Second semester payments are due the first day of the month from January through May.
- There is a \$40 per semester fee to sign-up for the payment plan.
 - \$25 late fee for any missed payments.
 - If a second payment is missed, the payment plan will be cancelled and payment in full is required.

Payment Plan Amount

- The Payment Plan amount is determined by the following:
 - Tuition and Fees Balance
 - Greek Balance
 - Emergency Loan Balance
 - Less Anticipated Financial Aid. Anticipated aid is all aid that we expect will disburse but has not (normally for regulatory reasons).
- As new charges are applied to the account or additional aid is received, they are spread out over the remaining plan payments.

Important Information

Students must pay their account in full by the beginning of the semester or be enrolled in a payment plan. Failure to do the former will result in the account being considered delinquent, which may result in late fees of \$100 per month, as well as holds for registering for spring classes, obtaining transcripts, receiving a diploma, or participating in Commencement exercises. Please note that the University eliminated the 1% per month late fee in July 2011.

Cash Receipts Office Contact Information:

Payment Address: DePauw University
Lockbox Payment Processing Center
P.O. Box 66351
Indianapolis, IN 46266-6351

Location: Lower level of Studebaker Admin. Building
Phone: (765) 658-4015
E-mail: cashreceipts@depauw.edu
<http://www.depauw.edu/admin/cashreceipts/index.asp>

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Financial Aid Information

Anticipated Financial Aid:

Anticipated financial aid items listed on your invoice are not applied to your account until the required paperwork and federal verification process is completed. Federal loans will be applied to student accounts approximately ten days before classes begin.

Federal Perkins Loan: Federal Perkins Loans will be credited to your account when the promissory note is signed and returned with related documents to the Student Loan Office, but no earlier than ten days before classes begin.

Federal Student Loan Proceeds: Federal Direct Loan proceeds will be credited directly to your account when all requirements (e.g., signed promissory notes and loan counseling) have been met and eligibility has been confirmed. The net amount of approved loans will show as anticipated aid on your invoice and will credit to your account no earlier than 10 days before classes begin. Please note that late charges will be assessed to unpaid balances until all loan paperwork is received and eligibility is confirmed.

Student Employment (Work-Study): Payments are issued every two weeks based on the number of hours worked and are not automatically credited to student accounts. Students may elect to have earnings posted directly towards any outstanding student account balance or have deposited into a personal checking or savings account. It is your responsibility to pay the student account balance in full each semester, even if you do not earn your full work award.

Outside Scholarships:

Outside scholarships will not be displayed on a student account until the proceeds are received by DePauw. Outside Scholarship payments should be sent directly to the Office of Financial Aid at 101 East Seminary; Greencastle, IN 46135. Please note that late charges will be assessed to unpaid balances until outside scholarships are received.

Invoice Information

The initial invoice for each semester will be mailed to a student's home address. The fall semester invoice is mailed by July 10.

Students also have access to all invoices via CASHNet. An email notification is sent to students each month if an invoice is available to view. If the student has provided appropriate access within CASHNet, third parties (e.g., parents) will also receive an email notification when invoices are available on-line. **Please note that parents will not receive invoice and/or payment notifications unless granted access by their student.**

Campus Contact Information

General Account Questions/Payment Plans

Cash Receipts Office

765-658-4015

cashreceipts@depauw.edu

Scholarships/Loans/Grants

Financial Aid Office

765-658-4030

financialaid@depauw.edu

Room Charges/Damages

Residence Halls Office

765-658-4500

housing@depauw.edu

Meal Plan/Tiger Express

ID One Card Office

765-658-4253

idcard@depauw.edu

Parking Tickets/Vehicle Registration

Public Safety Office

765-658-4261

police@depauw.edu

Federal Perkins Loans

Student Loan Office

765-658-4195

studentloanoffice@depauw.edu

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