BILLING ACCESS INFORMATION

Student Access:
Students have access to billing and payment options via the "Billing & Payments (CASHNet)" link in their DePauw e-Services account. (https://my.depauw.edu)

To invite another individual to pay the student account, the student will perform the following steps:

- Access DePauw e-Services
- Select "Billing & Payments (CASHNet)" under the "Financial" tab
- Select the student's name from the CASHNet menu on the left
- Select "Send payer invitation."

Parent/Third Party Access:
Students will need to invite their parent, guardian, or responsible third party in order for them to access CASHNet. This will grant access to view monthly invoices, receive billing notifications, make payments, and/or enroll in the CASHNet Payment Plan.

Once the student has sent a payer invitation, an email will be sent to the email address of the parent/third party with their assigned user name and a temporary password.

Payers can access CASHNet from the following link:
https://www.depauw.edu/thirdpartypay

****Parents and Third Parties will only have access to billing and payment information once the student has given them permission on CASHNet.****

CASHNET PAYMENT METHODS

Credit/Debit Card

- 2.9% convenience fee

Bank Account

- $0 convenience fee
- You will need:
  - Account number
  - Routing number
  - A checking or savings account

Foreign Currency

- Payment can be made in home currency
- Currency conversion rate locked in for 72 hours

529 Plans

- $10 convenience fee
- Participating 529 agencies link directly to CASHNet

PAYMENT OPTIONS

Option 1: Payment in full by August 1 for Semester I and February 1 for Semester II
Option 2: Sign up for the 4 Month Payment Plan through CASHNet

The 4 Month Payment Plan allows you to pay for the semester charges* in installments with no interest. ***Please note that you will need to sign up each semester.***

$40 enrollment fee per semester	**Semester I (Fall & Winter)**	**Semester II (Spring & May)**
Enrollment Period	July 8 – July 25	January 8 – January 25
Payment 1 Due by	August 1	February 1
Payment 2 Due by	September 1	March 1
Payment 3 Due by	October 1	April 1
Payment 4 Due by	November 1	May 1

**Tuition and Fees, Greek balance (if applicable), Emergency Loan Balance (if applicable), less anticipated aid. Per state regulations, total semester charges must be greater than $1000 in order to enroll in the payment plan.*

Do not wait to sign up for the payment plan! As new charges, credits, and aid are applied to the account, the remaining future installments will adjust accordingly.

INVOICE INFORMATION

****All invoices will only be available online via CASHNet****

Invoices will be published by approximately the 10th of each month.

Invoices are simply a snapshot of the account and will not update.

An email notification is sent to all students who have a balance due.

Parents/Third Parties will also receive an email notification if the student has invited them to CASHNet.

CASH RECEIPTS OFFICE

Payment Address: DePauw University
Attn: Cash Receipts Office
313 S Locust St, PO Box 37
Greencastle, IN 46135

Location: Lower level of Studebaker Admin. Building
Phone: (765) 658.4015
Email: cashreceipts@depauw.edu
https://www.depauw.edu/offices/finance-administration/

ANTICIPATED AID INFORMATION

Please send all loan, scholarship, and grant proceeds checks to the Office of Financial Aid for processing.

DePauw University
Attn: Financial Aid Office
204 E Seminary St, PO Box 37
Greencastle, IN 46135

Confirmed federal and state grants will be applied to student accounts approximately ten days prior to the start of classes.

Federal loan proceeds will not be applied to student accounts until all required documents have been submitted to the Financial Aid Office and verification is complete.

Outside scholarships will not be displayed on a student account until the scholarship agency has submitted the check to the Financial Aid Office for processing. If the scholarship is not applied to the account prior to the start of classes, students will need to submit payment in full or be current on the payment plan.

Eligible students may elect to have their Federal Work Study or Student Employment earnings be posted directly to their student account as payment.

Financial Aid Contact: financialaid@depauw.edu or (765) 658.4030

Visit the Cash Receipts Office for more resources!

LATE FEES AND PAST DUE ACCOUNTS

Accounts not enrolled in the 4 Month Payment Plan during the enrollment period or paid in full by August 1 and February 1 will be considered **delinquent**.

If enrolled in the 4 Month Payment Plan and not current on payments, the account will be considered **delinquent**.

Delinquent accounts will be subject to late fees of $100 per month.

Late fees will be assessed on unpaid balances if loan documentation has not been submitted prior to the start of a term.

Delinquent accounts may also be subject to holds that carry the following consequences:

- Denying requests for official transcripts and withholding diplomas
- Preventing registration for the upcoming term
- Preventing participation in commencement activities
- Not being eligible to return to campus

HELPFUL CONTACTS

Scholarships/Loans/Grants
Financial Aid Office
765.658.4030
financialaid@depauw.edu

University Housing Charges
Housing & Residence Life
765.658.4500
housing@depauw.edu

Meal Plan/Tiger Express
ID OneCard Office
765.658.4253
idcard@depauw.edu

Parking Ticket/Vehicle Registration
DePauw Police
765.658.5555
police@depauw.edu

Off-Campus Study
Hubbard Center
765.658.4622
hubbard@depauw.edu

Registration/Student Information
Registrar's Office
765.658.4141
registrarsoffice@depauw.edu

Fraternity/Sorority Life
Fraternity & Sorority Life
765.658.4855
fslife@depauw.edu

Tech Support
HelpDesk
765.658.4294
helpdesk@depauw.edu

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