BILLING ACCESS INFORMATION

Student Access:
Students have access to billing and payment options via the “ Billing & Payments” 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” under the “Financial” menu
- Select the student’s name from the 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 Transact Payments. This will grant access to view monthly invoices, receive billing notifications, make payments, and/or enroll in the 4-Month 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 Transact Payments 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 Transact Payments.**

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 Transact Payments

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.

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Semester I (Fall &amp; Winter)</th>
<th>Semester II (Spring &amp; May)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment 1 Due by</td>
<td>August 1</td>
<td>January 10 – March 25</td>
</tr>
<tr>
<td>Payment 2 Due by</td>
<td>September 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Payment 3 Due by</td>
<td>October 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Payment 4 Due by</td>
<td>November 1</td>
<td>May 1</td>
</tr>
</tbody>
</table>

*Tuition and Fees, Greek balance (if applicable), Emergency Loan Balance (if applicable), less anticipated aid. Total semester charges must be greater than $250 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.

PAYMENT SERVICES IN THE BUSINESS OFFICE

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

Location: Lower level of Studebaker Admin. Building
Phone: (765) 658.4015
Email: paymentservices@depauw.edu
www.depauw.edu/paymentservices

INVIOCE INFORMATION

**All invoices will only be available online via Transact Payments**

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 Transact Payments.

PAYMENT METHODS ON TRANSACT PAYMENTS

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

For more information, visit the DePauw University's website at www.depauw.edu/paymentservices.
**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

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**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  
depauwdining@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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Attn: Payment Services  
313 S Locust St, PO Box 37  
Greencastle, IN 46135

**Location:**  
Lower level of Studebaker Admin. Building

**Phone:**  
(765) 658.4015

**Email:**  
payservices@depauw.edu

www.depauw.edu/payservices