

# DePauw University

## Billing and Payment Information

### Billing Access Information

#### Student Access:

Students have access to billing and payment options via the “Billing & Payments (CASHNet)” link in their DePauw eServices account. (<https://my.depauw.edu>)

To create a Third Party PIN the student will perform the following steps:

- Access DePauw eServices
- Select “Billing & Payments (CASHNet)” under the “Financial” tab
- Click “Add New” in the “Third Party PINs” section in the bottom left

#### Parent/Third Party Access:

Students will need to assign their parent, guardian, or responsible third party a Third Party PIN within 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 created the Third Party PIN, an email will be sent to the email address of the parent/third party with their assigned Third Party PIN (username) and a temporary password.

Parents/Third Parties can access CASHNet from the following link:

<https://commerce.cashnet.com/depauwpay?LT=P>

**\*\*Parents and Third Parties will only have access to billing and payment information once the student has created a Third Party PIN in CASHNet.\*\***

### CASHNet Payment Methods

#### **Credit/Debit Card**

- 2.9% convenience fee

#### **Electronic Check**

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

#### **International Funds Transfer**

- 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.**

<i>\$40 enrollment fee per semester</i>	<b>Semester I (Fall &amp; Winter)</b>	<b>Semester II (Spring &amp; May)</b>
<b>Enrollment Period</b>	July 8 – July 25	January 8 – January 25
<b>Payment 1 Due by</b>	August 1	February 1
<b>Payment 2 Due by</b>	September 1	March 1
<b>Payment 3 Due by</b>	October 1	April 1
<b>Payment 4 Due by</b>	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 installments will adjust accordingly.**

### Invoice Information

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

Invoices will be published by approximately the 10<sup>th</sup> 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 provided the appropriate access.

### **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](mailto:cashreceipts@depauw.edu)  
**https://www.depauw.edu/offices/finance-administration/**

**DePauw University**  
Billing and Payment Information

**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.

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](mailto: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](mailto:financialaid@depauw.edu)

University Housing Charges  
**Campus Living**  
765.658.4500  
[housing@depauw.edu](mailto:housing@depauw.edu)

Meal Plan/Tiger Express  
**ID OneCard Office**  
765.658.4253  
[idcard@depauw.edu](mailto:idcard@depauw.edu)

Parking Ticket/Vehicle Registration  
**DePauw Police**  
765.658.5555  
[police@depauw.edu](mailto:police@depauw.edu)

Off-Campus Study  
**Hubbard Center**  
765.658.4622  
[hubbard@depauw.edu](mailto:hubbard@depauw.edu)

Registration/Student Information  
**Registrar's Office**  
765.658.4141  
[registrarsoffice@depauw.edu](mailto:registrarsoffice@depauw.edu)

Fraternity/Sorority Life  
**Campus Living**  
765.658.4500  
[glc@depauw.edu](mailto:glc@depauw.edu)

Tech Support  
**HelpDesk**  
765.658.4294  
[helpdesk@depauw.edu](mailto:helpdesk@depauw.edu)

**Cash Receipts Office**

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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](mailto:cashreceipts@depauw.edu)  
<https://www.depauw.edu/offices/finance-administration/>