University Billing and U

Accounts Receivable Office
Accounts Receivable

• 0880 Beardshear Hall (ground floor)

• (515) 294-7388
• ubill@iastate.edu
• www.ubill.iastate.edu
Overview

• What is a U-Bill?
• Where is my U-Bill?
• Who can see my U-Bill?
• Who can discuss my U-Bill?
• How can I pay my U-Bill?
• Are payment plans available?
• Why do I need to set up Direct Deposit?
• What is CyCash?
What is a U-Bill?

- U-Bill = University Bill
- Electronic Bill
- Viewable in AccessPlus on the 1st of each month

What will be charged to my U-Bill?

- Tuition & Fees
- Housing
- Meal Plans
- Miscellaneous University Charges
- Books (optional)

Due on the 20th of each month
Where is my U-Bill?
Who can see my U-Bill?

- Only the student can see the U-Bill
- Additional access can be granted for a parent or third party by the student

Third Party Access

- Separate ID and Password
- Used by Parent or Third Party
- Student = Administrator
- View Bill Online
- Pay Bill Online
Third Party Access

Third Party Access Update Account Profile

Third Party Login ID: 19570744
Name: Cy Cyclone
Status: active

Third Party access privileges for this account can be added or updated from the list below.

Student

Account/U-Bill
Address Change
Admissions
Campus Dining
Campus Housing
Campus Org Events
Class Registration
Class Schedule
Current Stnt Info
CyCash
Degree Audit
Direct Deposit
Emergency Contact
Enrollment Cert
Financial Aid
Gift Certificate
Grad Stnt Status
Grades&Transcripts
Graduation
Health Insurance
ISU Alert
Parking Division
Residence Contract
Student Job Board
Tax Info (1098)
Telephone Services
Third Party Access
Votes and Surveys

Employee

Payroll Info

Submit

Before you submit, you must accept the Account/U-Bill terms and conditions. You are required to do this each semester to enable access by your third party account.
To allow Iowa State University to release information in person or over the phone to a third party, you must provide their name and address on the Account/U-Bill Account Info Release.
Who can discuss my U-Bill?

Only the Student…unless the **Account Info Release** option is completed.

**Account Info Release**

Allows Mom, Dad, or Other 3rd Party to contact the Accounts Receivable Office to discuss the details of the Student’s U-Bill

Student = Account Owner/1st Party
3rd Party = Anyone other than the Student
# Account Info Release

## Account Information and Authorization Release

I authorize ISU to release educational record information as it relates to my university receivables account to the following individual(s). I understand that this authorization partially waives my rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, which provides students with a number of rights regarding their educational records. I also understand that this authorization can be revoked only by me at a time I so choose. A copy of the billing statement can be sent for a $6.00 fee per semester:

<table>
<thead>
<tr>
<th>Name</th>
<th>Additional Address 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>Address Line 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select 'International' for international address

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an email address is entered, ubill notices will be sent to this address.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Additional Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Information Release only
- Email Notification and Information Release
- Mail Statement and Information Release ($8.00 fee)

Delete this record

Update
How can I pay?

**Online**
Pay with a Checking or Savings account in AccessPlus

**Drop Box**
Located on Ground Floor of Beardshear Hall
Pay with Check or Certified Funds

**Mail**
Send Check or Certified Funds to:
  Iowa State Treasurer’s Office
  1220 Beardshear Hall
  515 Morrill Road
  Ames, IA 50011

Write Student Name and University ID Number on Payment
Credit/Debit Card Payments are NOT Accepted for U-Bill Payments
Include Payment Slip with Payment
Educational Savings Accounts
Educational Savings Account (ESA) & 529 Plan Payments are Accepted

Contact your Plan Administrator

Do they Require an Invoice to Release Funds?

**No Invoice Required**
- Work directly with Plan Administrator to have funds sent to Iowa State.

**Yes Invoice Required**
1) Go to www.ubill.iastate.edu
2) Complete ESA Request form
3) Submit to Accounts Receivable Office

Note: If the U-bill balance is not 100% covered by the ESA/529 Plan payment, it is the student’s responsibility to pay the remaining balance by the due date
PAY IN FULL
• No Additional Fees

• Due Dates:
  Fall = August 20
  Spring = January 20
  Summer = May 20

Note: You may have additional miscellaneous charges throughout the semester

DEFERRED BILLING PLAN
• $20 Fee per Semester

• Minimum payments for first 3 months of each semester

• Minimum payments shown on U-Bill each month

MONTHLY PAYMENT PLAN
• $50 Annual Fee

• Plan enrollment required

• Covers Fall and Spring

• Auto-debit (required) from checking or savings account on 20th of each month
Deferred Billing Plan

- $20 Fee per Semester
- Minimum payments for first 3 months of each semester
- Minimum payments shown on the U-Bill each month
- No Sign-Up Necessary!
  Simply pay the minimum due by the 20th of each month.

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>January 20</td>
<td>May 20</td>
</tr>
<tr>
<td>September 20</td>
<td>February 20</td>
<td>June 20</td>
</tr>
<tr>
<td>October 20</td>
<td>March 20</td>
<td>July 20</td>
</tr>
</tbody>
</table>
Monthly Payment Plan

- $50 Annual Fee (deducted with first monthly debit)
- Covers Fall and Spring
- Enrollment opens mid-March through mid-July in AccessPlus
- Parent/Third Party may set up through Third Party Access
- Auto-debit (required) from a checking or savings account on 20th of each month.

<table>
<thead>
<tr>
<th>Payment Plan</th>
<th>Enrollment Deadline</th>
<th>First Deducted Payment</th>
<th>Fall Semester Charges Paid by</th>
<th>Last Deducted Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month</td>
<td>April 16</td>
<td>April 20</td>
<td>September 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>11 month</td>
<td>May 18</td>
<td>May 20</td>
<td>October 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>10 month</td>
<td>June 17</td>
<td>June 20</td>
<td>October 20*</td>
<td>March 20</td>
</tr>
<tr>
<td>9 month</td>
<td>July 16</td>
<td>July 20</td>
<td>November 20*</td>
<td>March 20</td>
</tr>
</tbody>
</table>
# Monthly Payment Plan

## Account/U-Bill

<table>
<thead>
<tr>
<th>Cust ID</th>
<th>ID Type</th>
<th>Date</th>
<th>Selling Agency</th>
<th>Ticket Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University ID</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first debit from your bank account will include the $50 enrollment fee.

## Iowa State University Monthly Payment Plan

<table>
<thead>
<tr>
<th>Beginning Date: 05/20/2021 11 Monthly Payments</th>
<th>Ending Date (MM DD CCYY) 03/20/2022</th>
</tr>
</thead>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>26,402.00</td>
</tr>
<tr>
<td>Fees</td>
<td>1,495.00</td>
</tr>
<tr>
<td>Room</td>
<td>4,950.00</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>4,488.00</td>
</tr>
<tr>
<td>Books</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Misc</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### Additional Payments

- Scholarships: $0.00
- Grants: $0.00
- Loans: $0.00

**Note:** These figures reflect 20-21 rates, pending Regent approval of 21-22 tuition/fees.

**Misc charges could include, but not limited to:**
- cycash
- course/lab fees
- parking permit/fines
- athletic tickets
- student health charges, etc.

### Total Expenses

- Total Credits: $30,000.00
- Net Budgeted: $20,000.00

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**ENTER YOUR FIGURES**

**PRE-POPULATED FIGURES**
International Bank to Bank

- Western Union Bank-to-Bank Transfer
- Initiated in AccessPlus
- International currency of your choice (converted to US Dollars)
- Funds transmitted to Iowa State electronically
- Typically posted in 3-5 days after your bank initiates payment
Why do I need to set up Direct Deposit?

For A Timely Refund!

- Available Financial Aid is applied directly to charges on the U-Bill
- 4-5 days before classes begin
- Any excess funds are refunded via Direct Deposit into checking or savings account of your choice
- Set up in AccessPlus
What is CyCash?

- CyCash is optional
- Monetary value added to ISU Card
- Maximum charge = $50

**Uses:**
- Laundry
- Vending
- Participating Dining Locations
We’re here to help!

**Summer**
Monday-Friday 7:30 AM – 4:00 PM

**School Year**
Monday-Friday 8:00 AM – 4:30 PM

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