



BURSAR OFFICE

New Student Orientation

Winter 2021/2022

BURSAR OFFICE



All Bursar Office services are online to provide instant access and assistance to students.

TWO EASY WAYS:

myLewis Portal - \$

OR

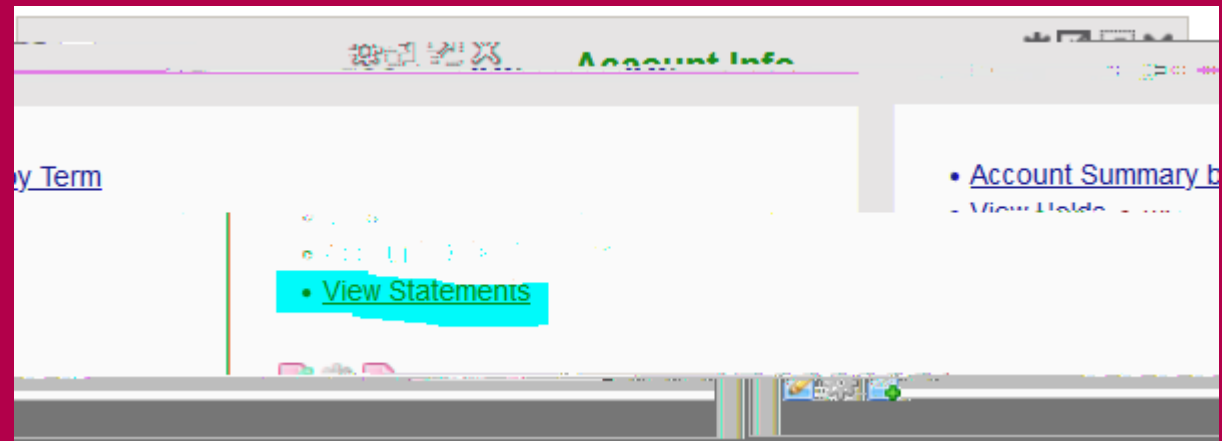
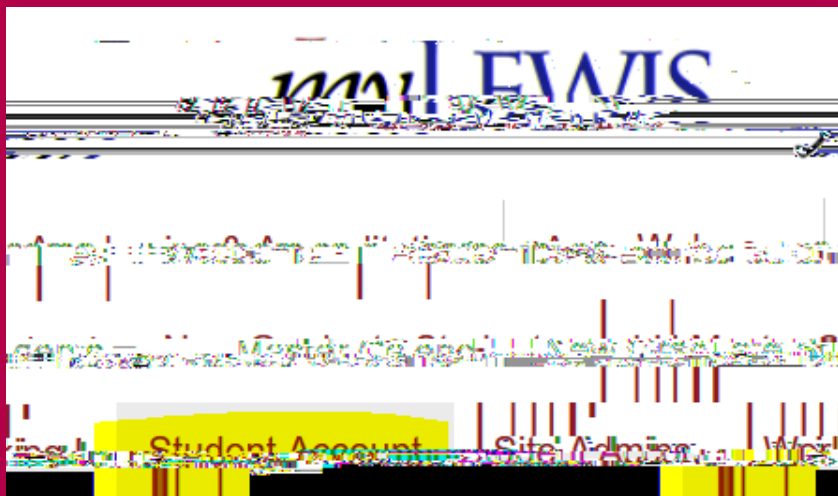
myLEWIS Portal – Student Account - \$

Where Do I Access My Monthly Statement?

Statements / Bills are generated on a monthly basis; email notices are sent.

Go to myLEWIS portal - Student Account – View Statements

Statements / Bills are only available electronically. No paper statements will be sent.

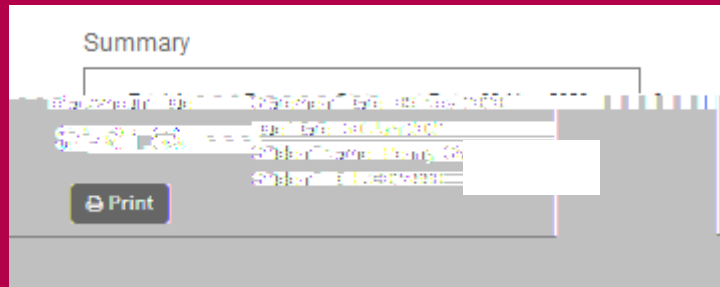


What Will My Statement Look Like?



Total amount due and due date listed at the top.

Classes, charges, payments, and pending aid will be listed next.

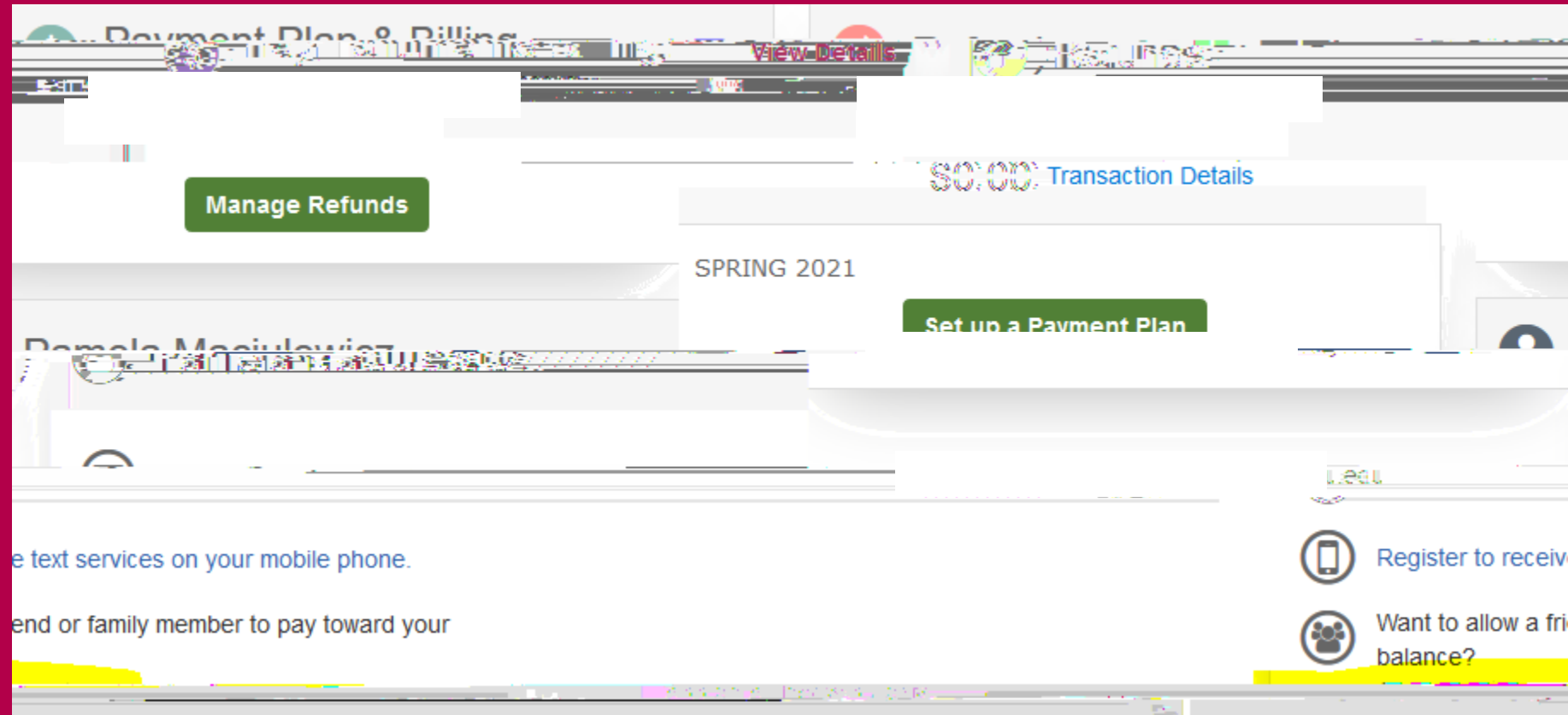
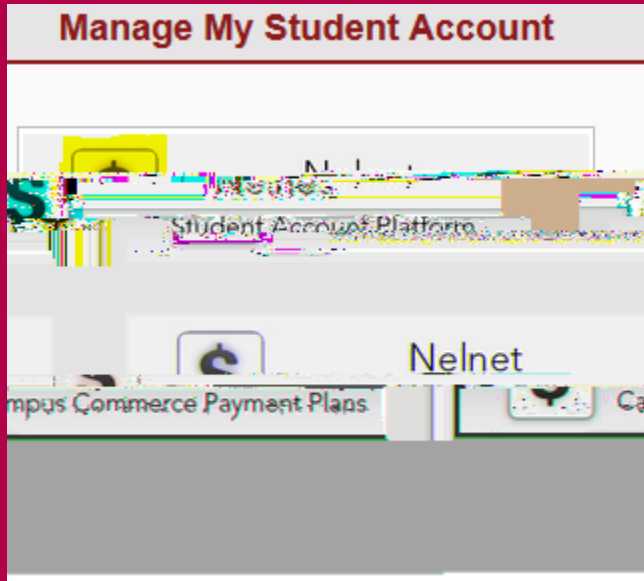


| CLASS NAME | CLASS NUMBER | CREDIT | DESCRIPTION |
|------------------------|--------------|--------|-----------------------|
| Theology | THEO-10800 | 3 | Intro to Christian Th |
| Supervisory Management | BSAD-38000 | 3 | |
| Major Field Test | BGEN-39800 | 0 | |

| DATE | TERM | DESCRIPTION | AMOUNT |
|----------------|-----------|--------------------|--------|
| March 01, 2020 | Fall 2020 | DOB Resource Fee | 25 |
| April 20, 2020 | Fall 2020 | UG T | |
| 07/11/2020 | Fall 2020 | 020200015000000000 | Base |
| 07/11/2020 | Fall 2020 | 020200015000000000 | Base |

Can I Give Someone Else Access To My Bill?

Yes, visit Nelnet Student Account Platform and Add Authorized Party.



When Is Payment Due Each Semester?



Payment is due by the first day of class each semester.

Students can either:

(1) Pay in full

-- or --

(2) Enroll in a payment plan through Nelnet Campus Commerce Payment Plans.



What Are My Payment Options?

PAY IN FULL

Complete payment of all charges is due by the first day of class each semester.

Bursar Office (cash or check) or by mail (check)

Credit card payment – online only (convenience fee)

Free online ACH from checking or savings (e-check)

MONTHLY PAYMENT PLAN -

Nelnet Campus Commerce Payment Plans

Set-up as early as May (Fall term) or November (Spring term) but it must be no later than the first day of class each semester.

Automatic bank payment.

Credit / debit card option with an additional service fee.

Payments processed on the 1st or 15th of each month.

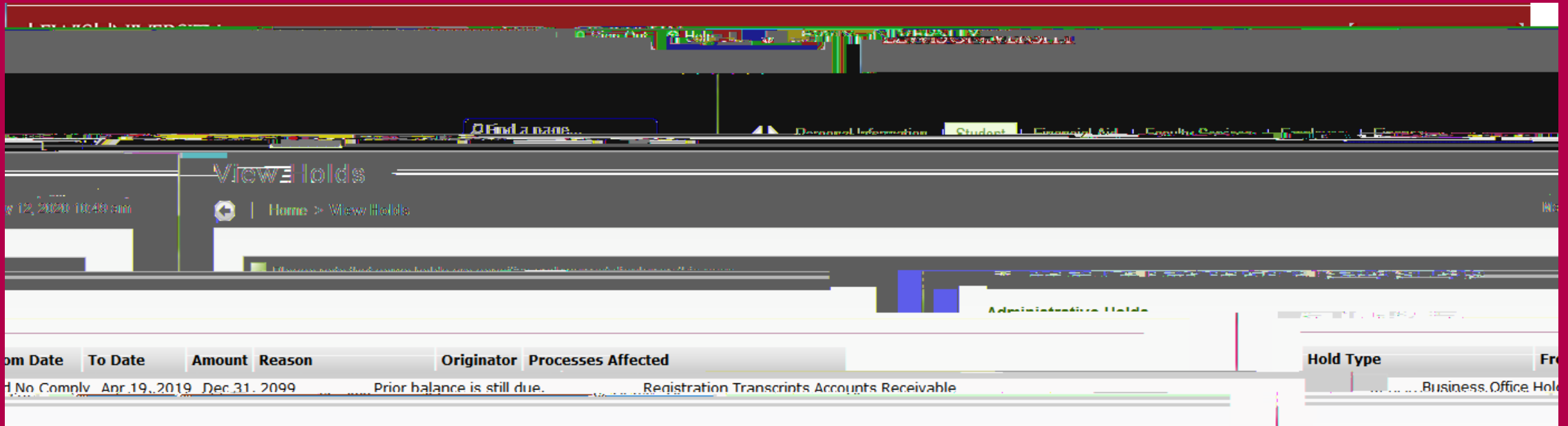
\$95 enrollment fee REDUCED now to

What If There Is A Hold On My Account?



What If There Is A Hold On My Account?

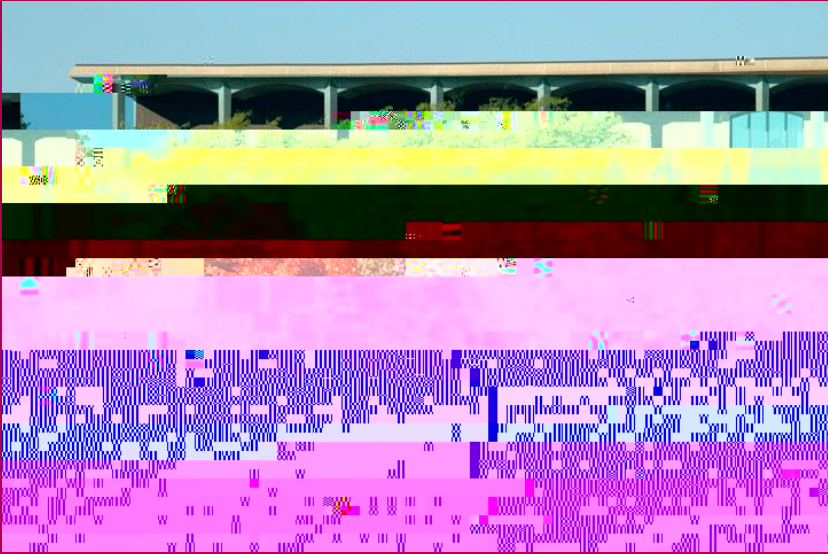
Account holds will prevent students from registering for classes and obtaining transcripts.



The screenshot shows a student portal interface. At the top, there is a navigation bar with links for Home, My Account, My Holds, My Classes, My Financials, My Advising, My Registration, My Grades, My Records, My Support, and My Profile. Below the navigation bar, there is a search bar and a breadcrumb trail: Home > View Holds. The main content area is titled "Administrative Holds" and contains a table with the following columns: From Date, To Date, Amount, Reason, Originator, Processes Affected, Hold Type, and From. The table contains one row of data:

| From Date | To Date | Amount | Reason | Originator | Processes Affected | Hold Type | From | |
|------------|------------|--------|-----------|--------------|--------------------|-----------------------------|--|----------------------|
| 12/19/2019 | 10/24/2020 | 100.48 | No Comply | Apr 19, 2019 | Dec 31, 2099 | Prior balance is still due. | Registration Transcripts Accounts Receivable | Business Office Hold |







One University Park

