



# Bursar Tips for Success

Deadlines	Important Items
July 31	Current Activity Detail begins showing charges that will appear on the 8/04 eBill
August 1	Make sure you add your parents as Authorized Payers (APs) and as Proxy for your account at <a href="https://my.bsu.edu">my.bsu.edu</a>
August 5	eBill for Fall semester is ready to view Tuition, Room & Board charges and anticipated Aid ; students & AP's will be sent an email
August 14	Financial Aid will be applied to accounts
August 14	Be sure you have signed up for Direct Deposit of refunds: <a href="https://bsu.edu/accountspayable">bsu.edu/accountspayable</a>
August 21	Financial Aid refunds start being deposited via secure ACH
August 24	Start of Fall semester
September 1	1 <sup>st</sup> Due Date. Payment in full or deferment amount. With Deferment Option a \$30 deferment fee will added to the next eBill
October 1	2 <sup>nd</sup> Due Date. If you are using the Deferment Option, a \$15 deferment fee will added to the next eBill
November 1	3 <sup>rd</sup> Due Date. If you are using the Deferment Option, a \$15 deferment fee will added to the next eBill
December 1	Final Due Date for Fall semester
December 11	eBill for Spring semester is ready to view Tuition, R&B charges and anticipated Aid; students & AP's will be sent an email
January 1	1 <sup>st</sup> Due Date. Pay in full or by deferment amount for Spring 2021. Deferment fees will apply

## Homework Assignments

- Grant proxy access to anyone you want bursar to discuss/correspond with regarding your student account
- Create your Authorized Payer(s) in eBill at [my.bsu.edu](https://my.bsu.edu)
- Sign up for Direct Deposit of refunds by August 14 at [bsu.edu/accountspayable](https://bsu.edu/accountspayable). Review your eBill statement online on August 5
- Bookmark and study the Bursar policies at [bsu.edu/bursar](https://bsu.edu/bursar)

## Reminders

- Due dates: First of every month.
- Check your eBill account often!
- Frequently check bursar website for updates, [bsu.edu/bursar](https://bsu.edu/bursar)
- You will not receive a paper bill
- Keep your account current to avoid a hold on your records and a 1% late fee



# PARENTS: Become An Authorized Payer

## Authorized Payers

- Students must initiate adding Authorized Payers through [my.bsu.edu](http://my.bsu.edu) using their BSU username and password
- As an Authorized Payer, you can access the student's eBill account online
- You can view and pay the eBill account online. In addition: view transaction and eBill history, current balance and activity, and save a payment profile
- Becoming an Authorized Payer is another important step toward a positive Ball State experience!
- Check the eBill account often
- eBill facelift is coming! Visit [bsu.edu/ebill](http://bsu.edu/ebill) for the most current information regarding the release date and the changes you will see.

## What's Next For Parents

- **After your student creates an Authorized Payer account and user name for you.**
- Get familiar with eBill by logging in to the system with your username and password at [bsu.edu/ebill](http://bsu.edu/ebill)
- View the student's current account activity and billing statement information
- When you are ready to make a payment, select the Make a Payment link within the Your Account section
- Select the type of payment you'd like to make:
  - Apartment Rent (University Apartments)
  - Field Study/Field Trip/Study Abroad
  - Payment on Account (Deferment or Payment in Full)
  - Cardinal Cash
- Watch your email account! An email notification will be sent to you when the billing statement is ready to view, but if you happen to miss it, you can always go to eBill to view the most current statement.
- 8/5/20 eBill for Fall semester is ready to view online, due 9/1/20
- 12/11/20 eBill for Spring Semester is ready to view online, due 1/1/21

## FAQ's

- **Q: I am an Authorized Payer and I have forgotten my eBill username and/or password. What do I do?**
- A: You can select the **Forgot Password** link on the eBill login page and enter your email address.
- **Q: What if I have more than one student enrolled? Can I be an Authorized Payer for more than one student?**
- A: Yes, but it will require you to have a different username for each student.
- **Q: Why do I need both Authorized Payer and Proxy access?**
- A: Authorized Payer = Online access to only view and pay the student account.
- Proxy Access = Ability to discuss or correspond about the student account.



# Authorized Payers

To add an Authorized Payer, students log in to [my.bsu.edu](https://my.bsu.edu) using your Ball State username & password:

- Click the **Self Service Banner (SSB)** link under Banner links
- Click the **Student** tab
- Choose **eBill**
- In the Authorized Payers section, click **Add New\***
- Enter the name, e-mail, and optional fields for the authorized payer and click **OK**

Once you have created your Authorized Payers:

- Authorized Payers have online access to view and make online payments
- Students and Authorized Payers are notified by email when an eBill is ready to view
- Being an Authorized Payer does not allow the bursar staff to discuss your financial record with parents or other individuals by phone, in person, or by email, unless you have also granted them access through Ball State's Proxy system
- Visit [bsu.edu/ebill](https://bsu.edu/ebill) for more info

**\*eBill facelift is coming! Visit [bsu.edu/ebill](https://bsu.edu/ebill) for the most current information regarding the release date and the changes you will see.**

# eBill Account

[your account](#)[view bills](#)[make payment](#)[shopping cart](#)[help](#)[sign out](#)

BALL STATE  
UNIVERSITY



Bursar and Loan Administration - eBill System  
Charlie Cardinal

Remember: Most financial aid awards will not pay miscellaneous charges. It is your responsibility to pay outstanding charges, by the due date, to avoid additional fees and/or a hold on your records.

## Activity Since Last Billing Statement

Last Statement Balance	-\$100.00
Total Current Activity	\$0.00
Current Balance	\$2,872.00

[Current Activity Detail](#)[Make a Payment](#)

Balance current as of: Wed 08-Apr-2020 13:50:52

## Your Recent Payments

[View All](#)

You currently have no recent payments

## Authorized Payers

[Add New](#)

You currently have the following Authorized Payers set up.

Mom Cardinal

[Edit](#)

Dad Cardinal

[Edit](#)




## Billing Statements

Due the 1st of each month.

Activity occurring between billing statements will appear in the "Current Activity Detail" to the left.

[View All](#)

To view all your bills click 'View All'.

 BSU Statement	03/05/2020	<a href="#">View</a>
 BSU Statement	02/06/2020	<a href="#">View</a>
 BSU Statement	01/14/2020	<a href="#">View</a>

## 1098-T Information

## Saved Accounts

[Add New](#)

You have no saved payment methods.



# eBill



**BALL STATE  
UNIVERSITY**

Office of Bursar and Loan Administration  
Muncie, Indiana 47306-0725  
765-285-1643  
bsu.edu/bursar

PAYMENT SUMMARY	
Statement Date:	08/04/2020
Ball State ID:	900000000
Previous Balance:	-\$100.00
Current Balance:	\$10,667.00
Due Date:	09/01/2020
<b>DEFERMENT AMOUNT:</b>	<b>\$718.00</b>
<b>TOTAL AMOUNT DUE:</b>	<b>\$2,872.00</b>

**Charlie Cardinal**

2000 W. University Ave  
Muncie, IN 47306-0725

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If you are mailing a payment, include the top portion. Keep the lower portion for your records.

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
	* BALANCE FORWARD *		\$100.00
08/04/2020	Room and Board	\$5,435.00	
08/04/2020	Residence Hall Technology Fee	\$60.00	
08/04/2020	Student Recreation Fee	\$87.00	
08/04/2020	Student Health Fee	\$76.00	
08/04/2020	University Technology Fee	\$168.00	
08/04/2020	Music Course Fee	\$45.00	
08/04/2020	English Ball Point Fee	\$5.00	
08/04/2020	Matriculation Fee	\$150.00	
08/04/2020	Tuition Basic Undergrad 12-18	\$4,069.00	
08/04/2020	Tuition Student Services Fee	\$672.00	
	* CURRENT BILLED BALANCE *	\$10,667.00	
	--ANTICIPATED CREDIT--		
	Ball State Grant		\$2,000.00
	Federal Pell Grant		\$3,073.00
	Fed Unsub Stafford-Academic Yr		\$990.00
	Fed Sub Stafford - Academic Yr		\$1,732.00

**TOTAL AMOUNT DUE: \$2,872.00**

# Payment Options

Students and Authorized Payers have two payment options each month:

- Pay the **Total Amount Due** by the due date on the eBill.
  
- Pay the Deferment Amount by the due date on the eBill. No sign up is required; select Make a Payment & pay at least the Deferment Amount.
  - Available Fall and Spring only
  - A Deferment Fee of \$30 will be assessed for the first due date, and \$15 for the 2<sup>nd</sup> and 3<sup>rd</sup> due dates
  - The Deferment Amount will vary by month, so please refer to your eBill for amount due
  - The Deferment Fee will appear on the following month's eBill
  - **Failure to pay at least the Deferment Amount by the due date will result in a 1% Late Fee**



# If Your Plans Change

- ❑ If your plans to attend Ball State change, you are responsible for notifying the university. Go to [my.bsu.edu](https://my.bsu.edu) prior to the first day of the term and drop all classes.
- ❑ *Your registration will not be automatically cancelled for nonpayment of fees or nonattendance.* You must drop **all** of your classes on [my.bsu.edu](https://my.bsu.edu) to officially cancel your registration.
- ❑ **You are financially responsible for your classes if you don't drop or even if don't attend.**



# CARDINAL CASH

Open your CARDINAL CASH account today!  
CARDINAL CASH is accepted at various locations on campus and select establishments in the Village. Instead of fumbling for change or writing a check, your Cardinal Card is all it takes.

To start your CARDINAL CASH account, log in to your eBill account, select the Make a Payment link, and choose to make a Cardinal Cash deposit. You must agree to the Terms & Conditions before making a deposit. The initial deposit must be at least \$25.

\*Convenience: Use your Cardinal Card to access your CARDINAL CASH account. Each time you use your account, the remaining balance will be noted on the receipt.

A statement of your CARDINAL CASH activity is available upon request through the Bursar's Office.

\*Flexibility: Your CARDINAL CASH account allows you to make a wide variety of necessary or unplanned last-minute purchases on Ball State's campus.

\*Security: Your CARDINAL CASH account is safer than CASH. If you lose your Cardinal Card, report it to the ID Card Office (BL 001) or University Dining, so no one can misuse your account.

CARDINAL CASH deposits may be made online, in person, or by mail. If paying online, please be sure to designate that you are making a Cardinal Cash deposit. If you are mailing a Cardinal Cash deposit, please include your student ID number and a note with instructions to apply the payment to your Cardinal Cash account.

[bsu.edu/bursar](http://bsu.edu/bursar)

(765) 285-1643





# Bursar Videos

Links to our videos can be obtained [here](#):

1		<b>What is the Bursar?</b> Ball State Bursar's Office	Click <a href="#">here</a>
2		<b>How to Set Up Authorized Payer</b> Ball State Bursar's Office	Click <a href="#">here</a>
3		<b>How to Log into eBill as an Authorized Payer?</b> Ball State Bursar's Office	Click <a href="#">here</a>
4		<b>What is the Family Educational Rights and Privacy Act (FERPA)?</b> Ball State Bursar's Office	Click <a href="#">here</a>
5		<b>How to Set up Proxy Access?</b> Ball State Bursar's Office	Click <a href="#">here</a>
6		<b>How a Proxy Can Log into Records?</b> Ball State Bursar's Office	Click <a href="#">here</a>
7		<b>What is the Difference between Authorized Payers and Proxies?</b> Ball State Bursar's Office	Click <a href="#">here</a>
8		<b>What is Deferment Option?</b> Ball State Bursar's Office	Click <a href="#">here</a>
9		<b>How to Set up a Direct Deposit?</b> Ball State Bursar's Office	Click <a href="#">here</a>