The Office of the Bursar would like to welcome you to Northern Illinois University. Our department is committed to helping you understand your financial obligations so you can excel as a student at NIU. Our Tuition, Billing and Payment Guide will provide you with a collection of tools and important information regarding your financial account, charges and aid, statements, and payments.

Within the Office of the Bursar, there are four key areas of operation:

- **Accounts Receivable Office (Swen Parson Hall 210):** Maintains student accounts, processes refunds and direct deposits, establishes third party contracts, issues account statements and 1098-T IRS tuition statements, and administers the Huskie Installment payment Plan (HIP) program.

- **Cashiering Office (Swen Parson Hall 235):** Processes student account payments as well as accepts deposits for Huskie Bucks accounts.

- **Account Counseling (Swen Parson Hall 235):** Addresses financial issues relating to student accounts, advises students on their financial obligations to NIU, and negotiates payment agreements for past due balances. Scheduled appointments are recommended.

- **OneCard ID Services Office (lower level of Holmes Student Center):** Issues the official identification cards for students and manages the Huskie Bucks program. Visit www.niu.edu/onecard for more information.
ACCESS MYNIU ACCOUNT ONLINE

As an NIU student, you have access to your student financial account using MyNIU. This access will provide you with the most current information on your charges, payments, financial aid, account statements, 1098-Ts, and more. Also, share financial information with parents, family, or guests with MyNIU Shared Access.

To view your student account, log in to MyNIU (myniu.niu.edu).

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TUITION, FEES and COMMON CHARGES

The Office of the Bursar is committed to helping you understand your financial account through its experienced staff and available online tools and resources. All students are charged tuition and mandatory fees dependent on their credit hour class load and program of study. Other charges you may incur include:

- **Housing Room and Board**: Students living on campus in the residence halls are charged room and board fees per semester by the Housing and Dining office. For current rates and questions, visit www.niu.edu/housing.

- **Student Medical Insurance**: Students enrolled in 9 or more on-campus hours, international students, and students studying abroad are charged health insurance at NIU for fall and spring terms. For more information, visit the Student Insurance Office at www.niu.edu/shi.

- **Bookstore Charges**: At the beginning of each term, students receiving financial aid may charge books and supplies. The bookstore charges will be billed on their next account statement. To view up-to-date semester limits and charge dates, visit www.niu.edu/onecard.

Here are some online tools available at www.niu.edu/bursar to help clarify the costs of attending NIU:

- **TUITION ESTIMATOR**
  Estimate tuition & fees, books, and housing costs for the academic year. Include estimates of your financial aid as well as HIP payment plan installments.

- **UNDERGRADUATE TRUTH-IN-TUITION**
  Illinois residents that are first-time, degree-seeking undergraduates at NIU are charged a fixed tuition rate. Read the policy online to learn how it all works.

- **TUITION TABLES and COMMON CHARGES**
  View per-hour tuition & fee rates specific to your academic career, residency, or truth-in-tuition status. Learn what privileges you have as a fee-paying student and what many of the common charges support.

- **FAQS and WHAT’S TRENDING NOW**
  Find answers to many frequently asked questions and see what current topics are trending in the Office of the Bursar.
ACCOUNT STATEMENTS

Account Statements are issued 30 days prior to the payment due date and are mailed to your permanent address. They are also available online on MyNIU 24/7. You can view a sample account statement to answer any questions you may have by navigating to www.niu.edu/bursar > Account Statements (see insert).

Payment of all charges is due seven days prior to the start of the term. Any additional expenses incurred after this initial payment due date for the term will be due on the next scheduled account statement. Please view the schedule of billing and payment due dates in the table below.

BILLING ADDRESSES

If you prefer an alternative billing address other than your permanent address, you must notify the Bursar’s Office either in person or from your Z-ID e-mail account.

PAYMENT OPTIONS and POLICIES

**TYPES OF PAYMENTS INCLUDE:**

- **Online via MyNIU**
  (Self Service > Student Center > Finances Section > “Make a Payment” link)

- **Credit/Debit Card** on MyNIU
  2.4% convenience fee

- **Electronic Check** on MyNIU
  No convenience fee

- **Cash, Check, Money Order**
  Please include your 8-digit student ID number on checks or money order payments
  - In Person at Cashiering Office
  - By Mail
  - Drop Boxes
    **Outside Bursar’s Office and 2nd floor HSC**

- **International Payment:** niu.peertransfer.com

FINANCIAL AID and REFUNDS

The Student Financial Aid Office provides financial assistance in the form of loans, scholarships, grants, and waivers to qualified students. In order to use your financial aid to help pay your student account charges, you should apply early, respond to any requests for additional information promptly, and accept your awards immediately. Questions regarding financial aid should be directed to the Student Financial Aid Office at www.niu.edu/fa.

**Refunds from Financial Aid:**

The Office of the Bursar processes refunds on eligible credit balances. All refunds are mailed to the student’s local address and are not available for pickup. If no local address is on file, the check will be mailed to the student’s permanent address. For the most timely and reliable delivery of a credit balance refund, Direct Deposit is preferred.

**Student Direct Deposit**

To receive Direct Deposit of your refund, you need to complete a **Direct Deposit Authorization** form and return it to the Bursar’s Office. The forms can be obtained on the Bursar’s Office website by navigating to www.niu.edu/bursar > Refunds. The Direct Deposit Authorization remains in effect until canceled in writing by the student.

**Parent PLUS Loan Direct Deposit**

Excess Direct Parent PLUS loan funds will be refunded to the parent unless the parent has designated otherwise with the Student Financial Aid Office. The parent has the option to set up direct deposit. To learn more about the PLUS loan process and how to access the **PLUS Loan Direct Deposit Authorization** form, navigate to www.niu.edu/fa > Federal Direct Parent PLUS Loan (under “Quick Links” column).
If after registering you decide to withdraw from a course or courses, or not attend NIU, you must contact your college office and follow proper Withdrawal procedure. Merely ceasing to attend class does NOT cancel enrollment or qualify you for a reduction of course charges.

No adjustment to tuition or fee charges on your student account will be made without an authorized withdrawal.

Refer to the NIU Catalog for regulations pertaining to withdrawals. Withdrawal information can also be found through the NIU website: www.niu.edu/withdrawals.

HUSKIE INSTALLMENT PLAN - PAYMENT PLAN OPTION

The Huskie Installment Plan (HIP) is a payment option designed to provide budgetary assistance in meeting NIU students’ semester education expenses. Through HIP, instead of making a lump sum payment at the beginning of the semester, students can spread the payments for their semester expenses over four monthly installments. Participation in the plan is on a per-semester basis. Students will need to complete and submit an application for each semester they wish to participate in the plan. A non-refundable participation fee of $50 will be charged to the student’s account and divided equally into the monthly installments. To participate in the four month plan, applications for the Fall semester must be received by the Bursar’s Office no later than June 30th; for the Spring semester no later than November 30th. Applications and information can be obtained by navigating to www.niu.edu/bursar > Payments > Huskie Installment Plan (HIP).

1098-T IRS TUITION STATEMENT

1098-T statements are mailed to your permanent address by January 31st and can be accessed 24/7 on MyNIU.

FINANCIAL RESPONSIBILITY

As the student, by registering for courses at Northern Illinois University, you are accepting financial responsibility for the costs of and related to your registration at the University including choosing to reside in the University’s residence halls, selecting a meal plan, or other university services. Also understand, in the event your account is past due, late payment fees will be applied to the past due amount. Continued failure to pay a past due debt may result in the debt being listed with the State Comptroller’s Offset Program and, if necessary, referred to a collection agency and/or authorized legal action for the collection of this debt. The student is then responsible for all fees and costs incurred by the University in the collection of the past due debt, including collection fees and/or attorney’s fees.

LATE FEES and HOLDS

Any student who pays less than the total amount due on the payment due date will be assessed a late payment fee of 1.08% on the unpaid balance. This late payment fee will be assessed each month the balance remains past due.

Any student with a past due balance will have a hold placed on his/her account records. This hold will prohibit the student from registering for classes and/or obtaining official transcripts until the balance is paid.

CONTACT US

Office Location
Bursar Office
Cashiering Office | Account Counseling
NIU - DeKalb Campus
Swen Parson Hall - Room 235

Mailing Address
Bursar Office
Northern Illinois University
1425 W. Lincoln Highway
DeKalb, IL 60115-2828

Phone: (815) 753-1885
FAX: (815) 753-2400
E-mail: bursar@niu.edu
Web: www.niu.edu/bursar

Hours of Operation
Monday - Friday: 8:00 a.m. to 4:30 p.m.
Cashiering Hours
Monday - Friday: 8:15 a.m. to 4:00 p.m.

To schedule an appointment with an account counselor, please call ahead.