FALL 2016 BILLING HIGHLIGHTS

• HIGHER ONE: SU has partnered with Higher One to provide the following products – online payments, payment plans, and electronic bills. All of these products can be accessed via GullNet>Main Menu>Bills/Payments/PayPlans/Refunds.

• ELECTRONIC BILLS: To continue with our sustainability efforts, SU no longer generates and mails paper bills. Bills can be accessed via the GullNet link above.

• REFUNDS: Bank Mobile disburses all student refunds including paper checks. Students are mailed an access code from Bank Mobile (bright green envelope) to select a refund disbursement method. Please select a method even if you don’t expect a refund now. If you did not receive your Bank Mobile access code, verify your “home” address in GullNet and contact the Cashiers Office for an access code to be emailed to you. If you select a paper check, Bank Mobile will mail the check to whatever address you designate. Paper checks will likely not be delivered to your address until the week of August 29. If you don’t select a refund method, you will not have your refund by the start of the semester. Please contact the Cashiers Office for any questions.

• PAYMENTS/LATE FEES: Online payments via GullNet can be made with Visa, MasterCard and Discover or through an electronic check. Credit card payments are subject to a 2.5% convenience fee; electronic checks carry no fees. Personal and cashier’s checks, money orders and cash are accepted at the Cashiers Office. Personal and cashier’s checks and money orders can be mailed. The Payment Due Date for pre-registered students is August 1, 2016. Payments received after the scheduled due dates are subject to a $75 late payment fee.

• PAYMENT PLANS: SU offers a 4-month payment plan to students who pre-registered through July 31, 2016. Students who register on or after August 1, 2016 through September 2, 2016 can only enroll in a 3-month payment plan. A $50 fee must be paid to Higher One at enrollment. You can enroll in these payment plans via GullNet>Main Menu>Bills/Payments/PayPlans/Refunds.

• NEW STUDENTS/RESIDENCY FORM: All new students must complete the online residency form in order to qualify for Maryland tuition. The online form can be found at http://www.salisbury.edu/residency/forms.html.

• TO-DO LIST: Be sure to check your “To Do List” on the Student Services Center page in GullNet frequently. Outstanding items that need to be resolved will be displayed here.
• CLASS/SCHOOL WITHDRAWALS: Individual classes must be canceled before the end of the drop/add period (September 2, 2016) to receive a 100% refund of tuition and fees. **After Drop/Add, a student must withdraw from all classes to be eligible for a prorated refund of tuition only.** Refer to the refund policy for more information. You must add or drop courses online in GullNet. A stop payment of a check, failure to pay your tuition or failure to attend class does not constitute withdrawal from your financial and academic obligations to the University. To officially withdraw from the semester, go to Main Menu> Withdraw.

• REGISTRATION: Open enrollment for adding/dropping classes begins July 18, 2016 through August 3, 2016 for all students and reopens again on August 8 through September 2, 2016. **Students who are registering/adding/dropping during open enrollment will NOT receive a bill.** Payment is due for open enrollment charges by September 2, 2016. For your most current charges, please view your account in GullNet.

• PARKING PERMITS: Purchasing a parking permit can be done in GullNet starting June 6, 2016. Go to GullNet> Self Service> Campus Finances>Register for a Parking Permit. The charges associated with your selected permit will appear on your student account in GullNet.

• MEAL PLANS: Adding, changing or deleting a meal plan can be done online as of June 13, 2016. Go to GullNet > Self Service > Campus Finances > Meal Plan Changes to add, delete or change your meal plan for this semester.

• BILL CHANGES: Use the Bill Correction Form for any changes, additions and deletions (e.g., Financial Aid, Enrollment, 529 College Savings, Military, Maryland Pre-Paid and Non-SU Scholarships) to your bill. The form can be found online at [http://www.salisbury.edu/cashiers/documents/formfillbillcorr.pdf](http://www.salisbury.edu/cashiers/documents/formfillbillcorr.pdf)

• ADMISSIONS DEPOSITS: These deposits are deducted from the balance due for the fall semester.

• GULL CARD: GullNet and Gull Card (including Extra Dining Dollars) are two different systems. A separate payment must be submitted for each. Gull Card deposits can be made on-line at [http://gullcard.salisbury.edu](http://gullcard.salisbury.edu).

• EMAIL COMMUNICATIONS: SU emails regularly before and during the academic year using the @gulls.salisbury.edu address provided to all students. Please check this email address for updates and other important financial and academic information.

For additional information regarding billing, financial aid, room, meals or residency, please visit SU’s Directory website at [http://www.salisbury.edudirectories/departments.html](http://www.salisbury.edudirectories/departments.html) and search for the applicable department.