

## SPRING 2019 BILLING HIGHLIGHTS

- **TUITION INSURANCE:** SU has partnered with GradGuard to offer a tuition insurance plan which reimburses tuition, fees and SU room/board expenses if you need to withdraw from SU for any covered medical reason. More information will be emailed to your Gulls email account around the middle of December 2018.
- **CASHNET:** SU has partnered with Cashnet 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 for SU. 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 at this time. 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. For existing students, if you selected 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 January 28th.** If you don't select a refund method, you will not have your refund by the start of the semester.
- **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 checks, cashier's checks and money orders can be mailed. Please do not mail cash. **The Payment Due Date for pre-registered students is January 3, 2019.** Payments received after scheduled due dates are subject to a \$75 late fee.
- **PAYMENT PLANS:** SU offers a 4-month payment plan to students who pre-registered on or before December 31, 2018. Students who register on or after January 1, 2019 through February 1, 2019 can only enroll in a 3-month payment plan. A \$50 fee must be paid to Cashnet 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 in-state 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 (February 1, 2019) 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 student 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 December 10, 2019 through January 4, 2019 and reopens again on January 8 through February 1, 2019 for all students. **Students who are registering/adding/dropping during open enrollment will NOT receive a bill, but payment for these charges is expected by the next due date. For your most current charges, please view your account in GullNet.**
- **PARKING PERMITS:** Purchasing a parking permit can be done in GullNet starting January 8, 2019. Go to *GullNet > Self Service > Campus Finances > Register for a Parking Permit*. The permit charge will appear on your account in GullNet.
- **MEAL PLANS:** Adding, changing or deleting a meal plan can be done online. Go to *GullNet > Self Service > Campus Finances > Meal Plan Changes* to add, delete or change your meal plan for the spring 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>)
- **ADMISSIONS DEPOSITS:** These deposits are deducted from your balance due for the first semester you are attending.
- **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>.
- **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.edu/directories/departments.html> and search for the applicable department.