



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

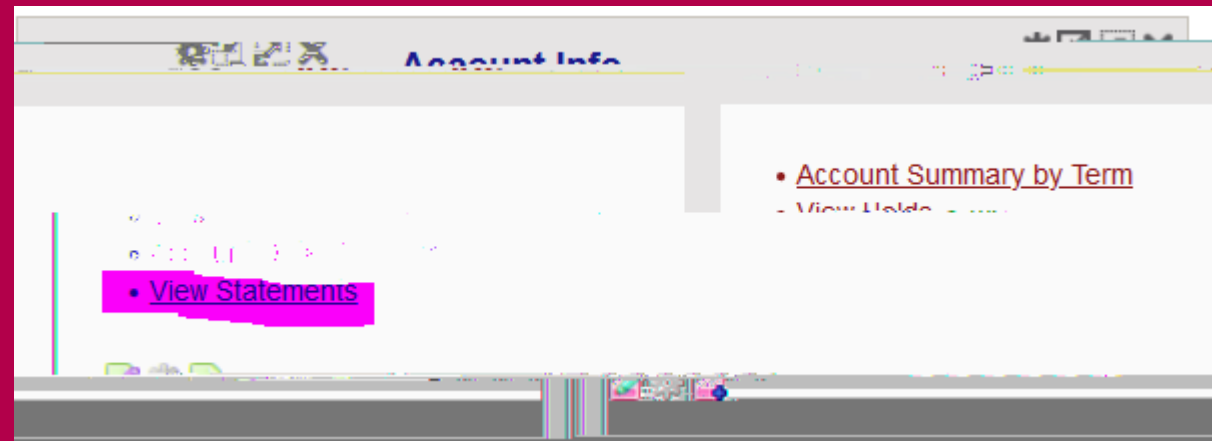
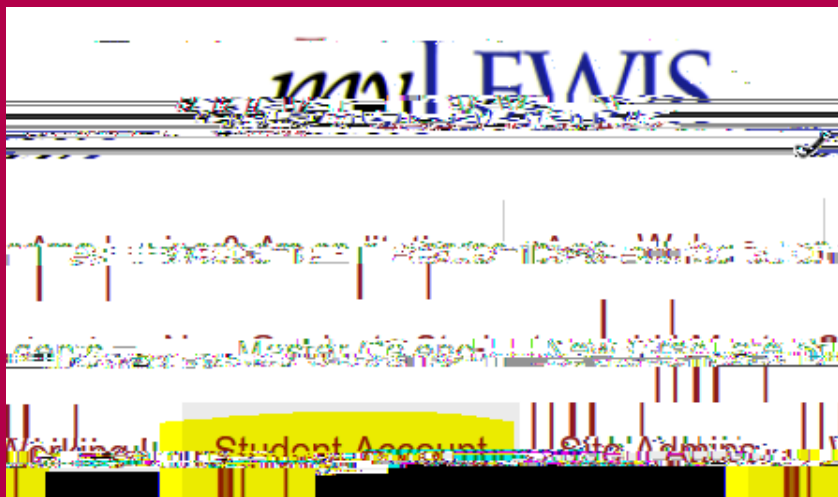
myLEWIS Portal – Student Account - \$

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.

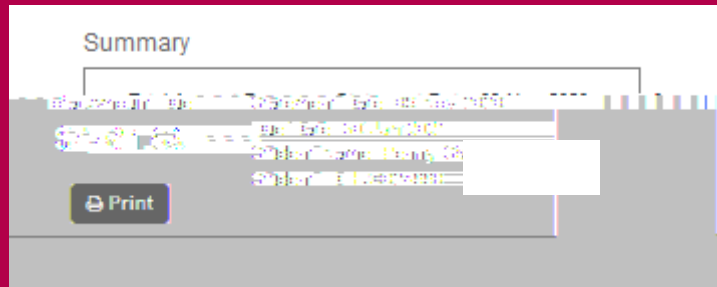


What Will My Statement Look Like?



Total amount due and due date listed at the top.

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

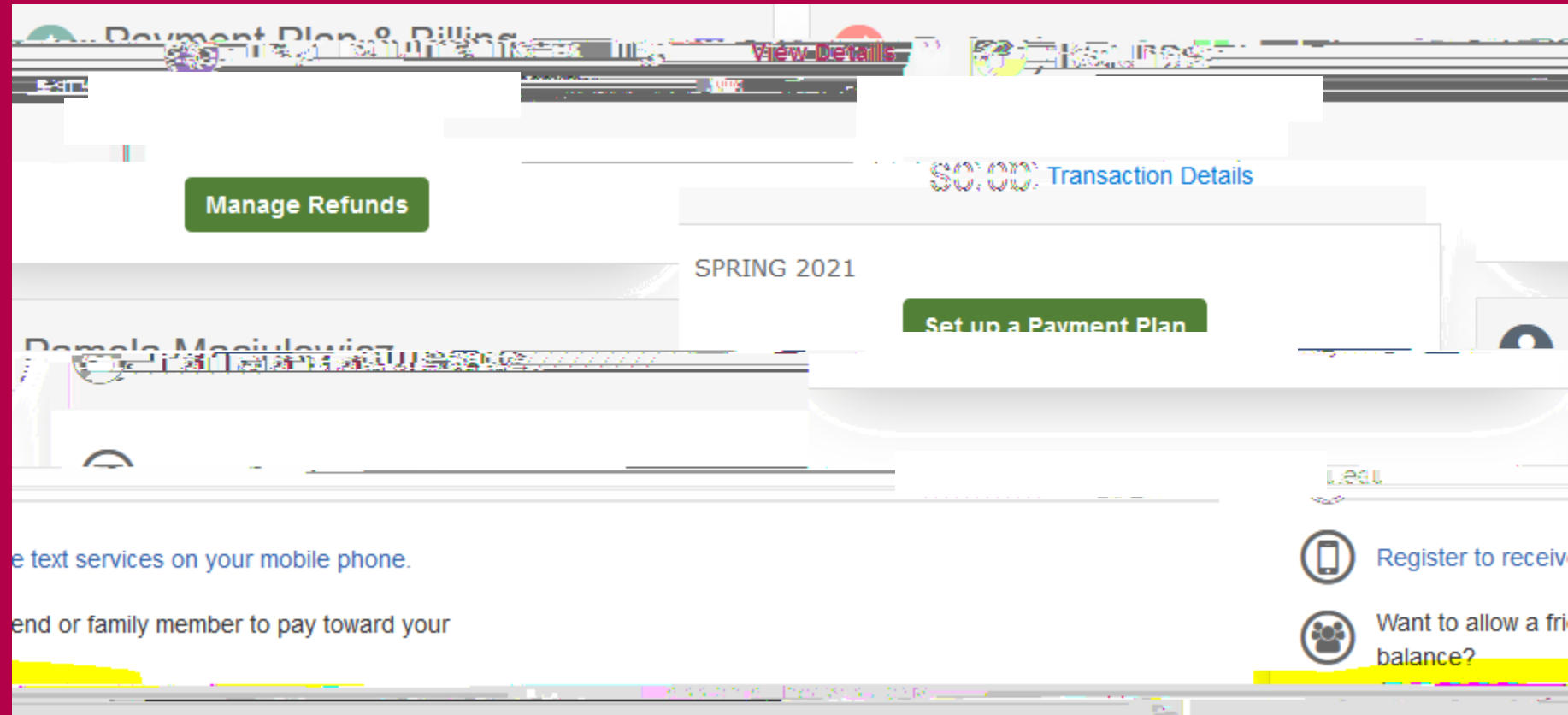
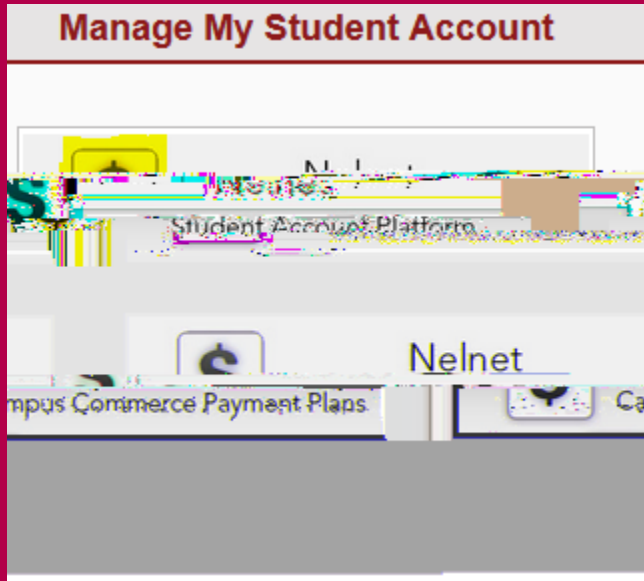


CLASS NAME	CLASS NUMBER	CREDIT	DESCRIPTION
Intro to Christian Theology	THEO-10800	3	Intro to Christian Theology
Business Administration	BSAD-38000	3	Supervisory Management
Major Field Test	BGEN-39800	0	Major Field Test

DATE	TERM	DESCRIPTION	AMOUNT
March 01, 2020	Fall 2020	DOB Resource Fee	25
April 20, 2020	Fall 2020	UGT	100
07/11/2020	Fall 2020	020020201500000000	1000
07/11/2020	Fall 2020	020020201500000000	1000

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?



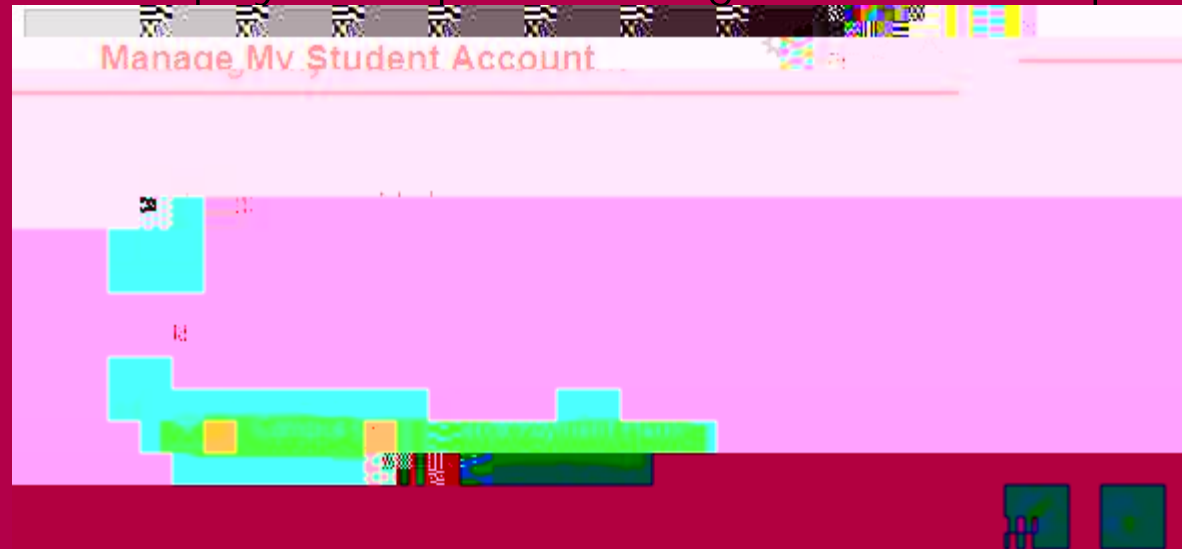
Payment is due by the first day of class each semester.

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?



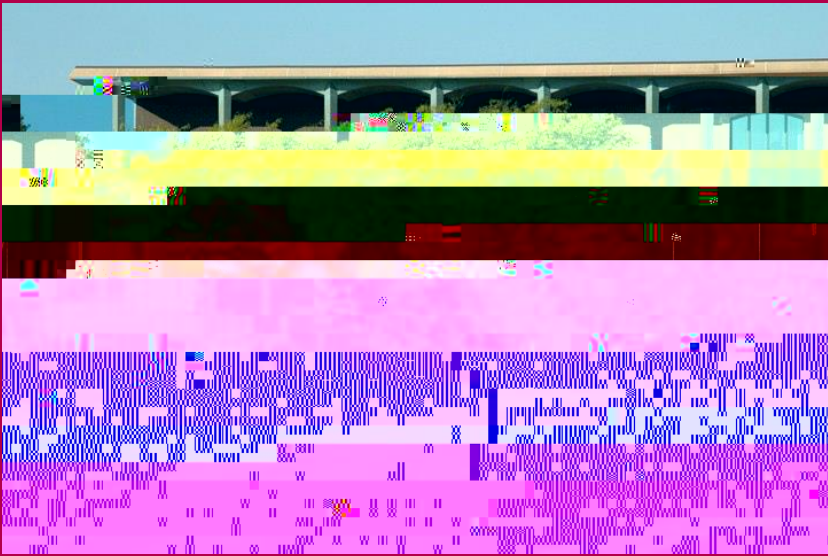
What If There Is A Hold On My Account?

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

The screenshot displays a student portal interface. At the top, there is a navigation bar with links for 'Home', 'My Account', 'My Holds', 'My Registration', 'My Financial Aid', 'My Grades', and 'My Advising'. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Home > View Holds'. The main content area is titled 'View Holds' and contains a table of account holds. The table has columns for 'From Date', 'To Date', 'Amount', 'Reason', 'Originator', 'Processes Affected', 'Hold Type', and 'From'. One row is visible, showing a hold with a 'No Comply' status, a date range from 'Apr 19, 2019' to 'Dec 31, 2099', a reason of 'Prior balance is still due.', and processes affected including 'Registration', 'Transcripts', and 'Accounts Receivable'. The hold type is listed as 'Business Office Hold'.

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







One University Park

