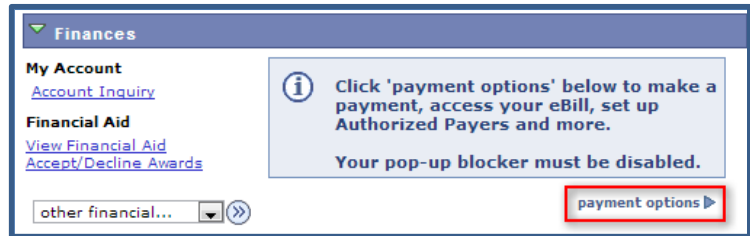




Student Center: How to Access and Read Your Bill

How to Access and Read Your Bill Your statement (eBill) is available in two formats – HTML and PDF. Students will access the statement by going to their HUB Student Center, under the Finances section and clicking on the “payment options” link. Upon doing this you have left HUB and entered the QuikPAY Message Board located within Nelnet Business Solutions.

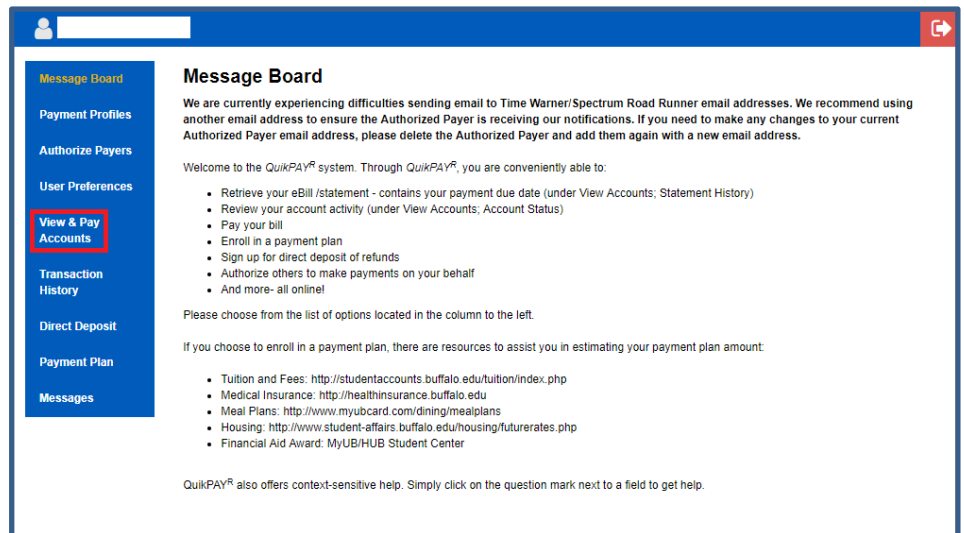


Authorized payers will access the statement by logging into the Authorized Payer website: <https://quikpayasp.com/buffalo/studentaccounts/authorized.do>. For more information on how to become an Authorized payer please visit <http://studentaccounts.buffalo.edu/billing/authorizedpayers.php>

Payment plan participants will not receive an eBill as long as the payment plan is active. Payments are automatically deducted from the designated bank or credit card account on the dates listed in your contract. Account activity can be monitored in your HUB Student Center >Finances >My Account>Account Inquiry – Activity or in the QuikPAY Student Center Payment Options >View & Pay Accounts> Current Activity tab.

The Student or Authorized Payer will be taken to the Message Board where you are welcomed to the QuikPAY system.

From there, click on the “View & Pay Accounts” link on the left side navigation bar.



View & Pay Accounts

Click on the “Current Activity” tab to review charges and payments.

NOTE: “Current Activity” on this screen is comparable to the Account Inquiry – Activity screen in HUB Student Center.

View & Pay Accounts
Current balance includes ALL of your charges, payments and refunds but does NOT include anticipated aid. If a student has anticipated aid, details will be included at the bottom of this page.

Student Accounts Details

[Make Payment](#)

Current Activity
Current Balance: **(\$1,255.32)**

Statement Information [View Latest Statement](#) | [Download PDF](#)
Statement Billing Date: **October 03,**
Statement Due Date: **November 03,**
Statement Amount Due: **\$13,531.82**

[Current Activity](#) | [Statement History](#)

Charges and Payments

Posted Date	Bill Date	Item Description	Term	Charge	Payment	Refund
10/13/	10/16/	Payment on Account -CC	Fall	0.00	-5.00	0.00
10/10/	10/16/	Payment on Account -CC	Fall	0.00	-1,250.32	0.00
10/04/	10/16/	Payment on Account -CC	Fall	0.00	-13,581.82	0.00

To see your statement (eBill), either click on “View Latest Statement” (HTML version) or “Download PDF” in the “Statement Information” box.

View & Pay Accounts
Current balance includes ALL of your charges, payments and refunds but does NOT include anticipated aid. If a student has anticipated aid, details will be included at the bottom of this page.

Student Accounts Details

[Make Payment](#)

Current Activity
Current Balance: **(\$1,255.32)**

Statement Information [View Latest Statement](#) | [Download PDF](#)
Statement Billing Date: **October 03,**
Statement Due Date: **November 03**
Statement Amount Due: **\$13,531.82**

[Current Activity](#) | [Statement History](#)

Charges and Payments

Posted Date	Bill Date	Item Description	Term	Charge	Payment	Refund
10/13/	10/16	Payment on Account -CC		0.00	-5.00	0.00
10/10/	10/16	Payment on Account -CC		0.00	-1,250.32	0.00

Statement History

By clicking on the “Statement History” tab, you will see a list of prior statements. To view a specific statement, click on the date related to the statement that is found under the “Statement Billing Date” column.

View & Pay Accounts
 Current balance includes ALL of your charges, payments and refunds but does NOT include anticipated aid. If a student has anticipated aid, details will be included at the bottom of this page.

Student Accounts Details

[Make Payment](#)

Current Activity
 Current Balance: **(\$1,255.32)**

Statement Information [View Latest Statement](#) | [Download PDF](#)

Statement Billing Date: **October 03,**
 Statement Due Date: **November 03,**
 Statement Amount Due: **\$13,531.82**

Current Activity **Statement History**

STATEMENT BILLING DATE	STATEMENT DUE DATE	STATEMENT AMOUNT DUE	NOTIFICATION
10/03	11/03/	\$13,531.82	
09/12/	10/11/	\$13,531.82	
09/07/	10/06/	\$12,824.07	
09/01/	10/02/	\$12,824.07	

Statement (eBill)

The statement as seen on the bottom right, is in HTML format for viewing (open from “View Latest Statement” link). You will see a PDF icon that you can click to open and view/or print a statement.

View & Pay Accounts
 Current balance includes ALL of your charges, payments and refunds but does NOT include anticipated aid. If a student has anticipated aid, details will be included at the bottom of this page.

Student Accounts Details

[Make Payment](#)

Current Activity
 Current Balance: **(\$1,255.32)**

Statement Information [View Latest Statement](#) | [Download PDF](#)

Statement Billing Date: **October 03,**
 Statement Due Date: **November 03,**
 Statement Amount Due: **\$13,531.82**

Student Name: Invoice Date: 10/16
 Student Identification Number: Payment Due Date: 11/15
[Printable Statement](#)

Career: UGRD

Summary	
Prior Invoice Amount:	\$992.80
Charges, Adjustments, and Refunds:	\$1,007.20
Payments:	CR \$2,000.00
Anticipated Financial Aid:	\$2,550.00
Amount Due:	CR \$2,550.00


Charges, Adjustments, and Refunds Detail			
Item Description	Term	Posted Date	Amount
Refund	Fall	10/03/	\$1,007.20
Charges, Adjustments, and Refunds Total:			\$1,007.20

Payments Detail			
Item Description	Term	Posted Date	Amount
Payment on Account -CC	Fall	10/02/	CR \$1,007.20
Payment on Account -CC	Fall	10/02/	CR \$992.80

For demonstration purposes, the HTML statement has been broken down by sections A-F.

Section A

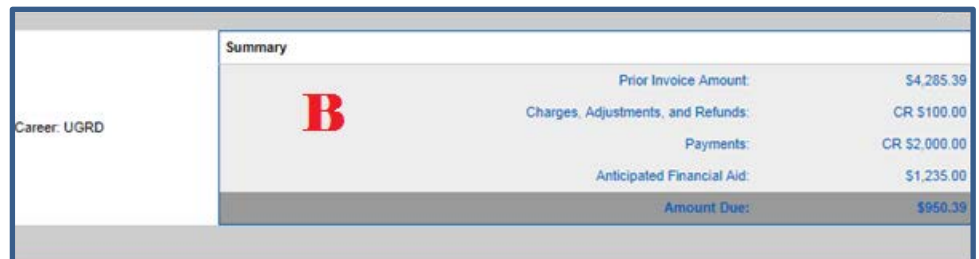
Section A contains your identifying information: name and student identification number (person number) career. In the upper right hand corner, you will find the date of your invoice and the date the payment is due.

Student Name: Student Identification Number:		A		Invoice Date: 10/11 Payment Due Date: 11/11	Printable Statement 
Summary Career: UGRD		B		Prior Invoice Amount: \$4,285.39 Charges, Adjustments, and Refunds: CR \$100.00 Payments: CR \$2,000.00 Anticipated Financial Aid: \$1,235.00 Amount Due: \$3950.39	
Charges, Adjustments, and Refunds Detail					
Item Description	Term	Posted Date	Amount		
Academic Excellence Fee	Fall	09/25	CR \$187.50		
Academic Excellence Fee	Fall	09/25	\$187.50		
Comprehensive Fee	Fall	09/25	\$0.00		
Tuition NY State Resident	Fall	09/25	CR \$3,335.00		
Tuition NY State Resident Exc	Fall	09/25	\$3,235.00		
			Charges, Adjustments, and Refunds Total: CR \$100.00		
Payments Detail					
Item Description	Term	Posted Date	Amount		
Presidents Circle Study Abroad	Fall	09/20	CR \$1,912.10		
Presidents Circle Study Abroad	Fall	09/20	CR \$87.90		
			Payments Detail Total: CR \$2,000.00		
Anticipated Financial Aid Detail					
Item Description	Term	Pending Date	Amount		
NYS Excelsior Estimate - Fall	Fall	10/02	\$1,235.00		
			Anticipated Financial Aid Detail Total: \$1,235.00		
Student Specific Billing Messages					
***Get your refund faster! Enroll in Direct Deposit via the payment options link in your HUB Student Center.					
***Tuition rates are still pending administrative action to finalize.					
***For information about the medical insurance charge or to waive online, go to: www.healthinsurance.buffalo.edu .					
					F

Section B – Summary

Your statement includes a summary of the account activity for the period in time that the statement was generated.

- Prior Invoice Amount - represents any amounts that remain outstanding as of the last billing statement
- Charges, Adjustments, and Refunds - represent a summary of those transactions that have occurred for the period covering the invoice. See detail in section C



Summary	
Prior Invoice Amount:	\$4,285.39
Charges, Adjustments, and Refunds:	CR \$100.00
Payments:	CR \$2,000.00
Anticipated Financial Aid:	\$1,235.00
Amount Due:	\$950.39

Career: UGRD

- Payments - represents a summary of any payments received and actual financial aid posted to your account for the period covering the invoice date. See detail in section D
- Anticipated Financial Aid- the summary includes an amount for any anticipated financial aid. This is aid that has not yet been posted to the student account. This amount is used to reduce the amount due. The detail supporting anticipated aid can be found in Section E.

Section C - Charges, Adjustments and Refunds Detail

Section C represents a detailed listing by item description of the following: term, date and amount of charges assessed to your account, any adjustments to the charges and any refund activity for the invoice period.

Charges, Adjustments, and Refunds Detail			
Item Description	Term	Posted Date	Amount
Academic Excellence Fee	Fall	09/25	CR \$187.50
Academic Excellence Fee	Fall	09/25	\$187.50
Comprehensive Fee	Fall	09/25	\$0.00
Tuition NY State Resident	Fall	09/25	CR \$3,335.00
Tuition NY State Resident Exc	Fall	09/25	\$3,235.00
Charges, Adjustments, and Refunds Total:			CR \$100.00

The Comprehensive Fee is presented as an individual charge on your statement. The fees that comprise the Comprehensive Fee are technology, athletic (undergraduate only), recreation (undergraduate only) transportation, health service, campus life, college and transcript fee. The detail supporting the Comprehensive Fee can be found in your HUB Student Center >Finances >My Account>Account Inquiry – Activity or in the QuikPAY Student Center Payment Options >View & Pay Accounts> Current Activity tab.

Section D – Payments Detail

Section D represents a detailed listing by item description of payments received and financial aid that has been posted to your student account for the invoice period. The detail supporting payments and posted financial aid can be found in your HUB Student Center >Finances >My Account> Account Inquiry – Activity or in the QuikPAY Student Center Payment Options>View & Pay Accounts> Current Activity tab.

Payments Detail			
Item Description	Term	Posted Date	Amount
Presidents Circle Study Abroad	Fall	09/20	CR \$1,912.10
Presidents Circle Study Abroad	Fall	09/20	CR \$87.90
Payments Detail Total:			CR \$2,000.00

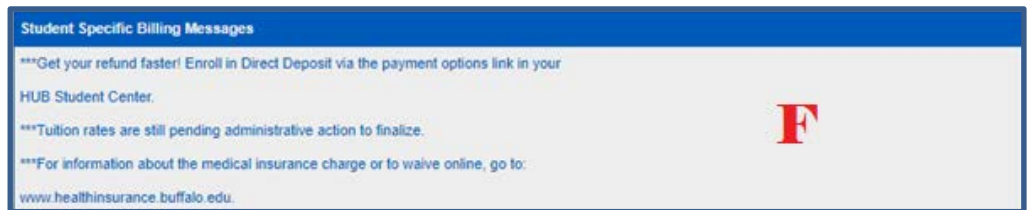
Section E – Anticipated Financial Aid Detail

Section E represents a detailed listing of anticipated financial aid that has not yet posted to your account for the current term. Anticipated aid reduces the overall amount due.

Anticipated Financial Aid Detail			
Item Description	Term	Pending Date	Amount
NYS Excelsior Estimate - Fall	Fall	10/02	\$1,235.00
Anticipated Financial Aid Detail Total:			\$1,235.00

Section F – Student Specific Billing Messages

Section F will display timely messages of importance to you. Please be sure to look for and read the messages that appear on each statement.




A screenshot of a blue-bordered box titled "Student Specific Billing Messages". The text inside includes: "Get your refund faster! Enroll in Direct Deposit via the payment options link in your HUB Student Center.", "Tuition rates are still pending administrative action to finalize.", and "For information about the medical insurance charge or to waive online, go to: www.healthinsurance.buffalo.edu." A large red letter 'F' is positioned on the right side of the box.

Printing a Statement

The printable statement (link found in Section A) consists of the same sections as the HTML.

The last page of the document includes additional information to assist you including:



A screenshot of a white-bordered box containing student and invoice information. On the left, it lists "Student Name:", "Student Identification Number:", and "Invoice Date: 10/16". On the right, it lists "Payment Due Date: 11/16". A red letter 'A' is centered in the box. In the bottom right corner, there is a red-bordered button labeled "Printable Statement" with a PDF icon.

- What forms of payment are accepted
- Online payment options and alternative payment methods
- Where and how to make payments

Printed statements are only available in QuikPay - the University no longer mails these to students.

Student Identification Number	Invoice Date	10/16/
	Invoice Number	FALL
	Amount Due	\$ 950.39
Career: UGRD	Payment Due Date	

Your eBill is due by the payment due date published in the upper right corner. To avoid a late fee, payments must be posted by 6:00 pm (EST) on a payment due date. Online payment (Credit Card or eCheck) is the University at Buffalo's preferred payment method. When paying online, payments are posted to the student account in real-time. For release of service indicators (holds), please allow 24-48 hours after payment has been posted to your account.

Summary	
Prior Invoice Amount:	\$ 4,285.39
Charges, Adjustments and Refunds:	-\$ 100.00
Payments:	-\$ 2,000.00
Anticipated Financial Aid:	\$ 1,235.00
Amount Due:	\$ 950.39

Charges, Adjustments and Refunds Detail

Item Description	Term	Posted Date	Amount
Academic Excellence Fee	Fall	09/25	-\$ 187.50
Academic Excellence Fee	Fall	09/25	\$ 187.50
Comprehensive Fee	Fall	09/25	\$ 0.00
Tuition NY State Resident	Fall	09/25	-\$ 3,335.00
Tuition NY State Resident Exc	Fall	09/25	\$ 3,235.00
Charges, Adjustments and Refunds Detail Total:			-\$ 100.00

***Get your refund faster! Enroll in Direct Deposit via the payment options link in your HUB Student Center.

***Tuition rates are still pending administrative action to finalize.

***For information about the medical insurance charge or to waive online, go to: www.healthinsurance.buffalo.edu.

Student Identification Number	Invoice Date	10/16/
	Invoice Number	FALL
	Amount Due	\$ 950.39
Career: UGRD	Payment Due Date	11/15/

Your eBill is due by the payment due date published in the upper right corner. To avoid a late fee, payments must be posted by 6:00 pm (EST) on a payment due date. Online payment (Credit Card or eCheck) is the University at Buffalo's preferred payment method. When paying online, payments are posted to the student account in real-time. For release of service indicators (holds), please allow 24-48 hours after payment has been posted to your account.

Summary	
Prior Invoice Amount:	\$ 4,285.39
Charges, Adjustments and Refunds:	-\$ 100.00
Payments:	-\$ 2,000.00
Anticipated Financial Aid:	\$ 1,235.00
Amount Due:	\$ 950.39

Payments Detail

Item Description	Term	Posted Date	Amount
Presidents Circle Study Abroad	Fall	09/20	-\$ 1,912.10
Presidents Circle Study Abroad	Fall	09/20/	-\$ 87.90
Payments Detail Total:			-\$ 2,000.00

Student Identification Number	Invoice Date	10/16/
	Invoice Number	FALL
	Amount Due	\$ 950.39
Career: UGRD	Payment Due Date	11/15/

Anticipated financial aid is aid that has not yet been posted to the student account. Your eBill's amount due is calculated by taking your current balance and subtracting any anticipated aid. If the amount presented on the statement is different from your award package, please contact your Financial Aid advisor or email UBFA@buffalo.edu. Federal Work Study will not show as anticipated aid or post to the student account.

If you become ineligible for an award and you no longer have actual or estimated anticipated aid on your student account, your outstanding charges become immediately due. Do not wait for a revised eBill as failure to pay may result in late payment fees and registration holds. View your current account activity in your HUB Student Center via MyUB. In the Student Center under the Finances section, click on the 'Payment Options' link, then click on the 'View Accounts' menu option.

Anticipated Financial Aid Detail

Item Description	Term	Pending Date	Amount
NYS Excelsior Estimate - Fall	Fall	10/02/	\$ 1,235.00
Anticipated Financial Aid Detail Total:			\$ 1,235.00

Student Identification Number	[REDACTED]	Invoice Date	10/16
		Invoice Number	FALL
		Amount Due	\$ 950.39
Career: UGRD		Payment Due Date	11/15

Looking to pay by check or money order? Please mail your payment and this page to the address below.

For information on where to mail other forms of payment like Scholarships, College Savings Plans, Third Party Payments, Grants, etc., please log onto <http://studentaccounts.buffalo.edu/billing/howtopay.php>

Student Identification Number: Amount Due: \$ 950.39 Payment Due Date: 11/15

- To ensure accurate and timely processing:
- Make checks payable to University at Buffalo.
 - Include your Student Identification Number on the check.

Mail to: University at Buffalo
 PO Box 10068
 Albany, NY 12201-5068

Student Identification Number	Invoice Date	10/16
	Invoice Number	FALL
	Amount Due	\$ 950.39
Career: UGRD	Payment Due Date	11/15

How to Pay

Your eBill is due by the payment due date published in the upper right corner. To avoid a late fee, payments must be posted by 6:00 p.m. (EST) on a payment due date. Online payment (Credit Card or eCheck) is the University at Buffalo's preferred payment method. When paying online, payments are posted to the student account in real-time. For release of service indicators (holds), please allow 24-48 hours after payment has been posted to your account.

Students can make online payments in the HUB Student Center via MyUB. International wire transfers can be initiated in the HUB Student Center as well. Under the Finances section, click on the Payment Options link.

Parents and others can make payments as an Authorized Payer. Payments can be made at the link <https://quikpayasp.com/buffalo/studentaccounts/authorized.do>. The student must first establish you as an Authorized Payer.

Methods of Payment

Credit Cards:

Visa, MasterCard, Discover and American Express are accepted for online payments only and are not accepted by mail, telephone, or in person. There is no service charge to pay by credit card.

Electronic Check (eCheck):

eCheck is a direct debit from your personal checking or savings account. You will need the routing number and account number from a US bank account to process an eCheck. Payments made by eCheck are offered at no charge to you.

Mail:

Paper checks, made payable to the University at Buffalo, are the only form of payment that will be accepted through the mail. To ensure proper posting, include your student identification number and allow 7 days for mailing. A postmark prior to the payment due date does not constitute the removal of a late fee.

University at Buffalo
PO Box 10068
Albany, NY 12201-5068

In Person:

Paper checks and money orders, made payable to the University at Buffalo, as well as cash are accepted at 1Capen, Capen Hall.

Payment Plan:

A payment plan allows you to pay your eBill in several installments over the course of a term. If you are enrolled in a payment plan, your installment due dates differ from the normal billing process. To enroll, visit the HUB Student Center via MyUB or as an authorized payer visit <https://quikpayasp.com/buffalo/studentaccounts/authorized.do>.

Late Fee Schedule

Payment must be received by the due date to avoid a late payment fee. A late payment fee is determined by the balance on the account. Failure to receive your eBill will not be accepted as a reason to waive the late payment fee. A postmark prior to the payment due date does not constitute evidence of having paid on time. The first late fee of the term is called an administrative fee. For more information, visit our website <http://studentaccounts.buffalo.edu/nowpayment/latefees.php>.

Balance Due	Late Payment Fee
Balances up to \$999.99	\$30.00
\$1000 to \$1999.99	\$40.00
\$2000 and above	\$50.00

Refunds:

Student Accounts will automatically refund credit balances on your account as a result of an adjustment or overpayment of your bill. A credit balance may be a result of overpayment by yourself or any financial aid that you receive. Although it is not required, we highly recommend enrolling in Direct Deposit to receive your refund faster. For additional information, visit our website at <http://studentaccounts.buffalo.edu/billing/refunds.php>.

Who to Contact

For questions regarding the following specific charges or payments, you should contact the office(s) below:

Comprehensive Fee	716-645-1800	http://studentaccounts.buffalo.edu/tuition/compfee/index.php
Dining Services	716-645-6344	http://www.myubcard.com/dining
Dorm or Housing Charges	716-645-2171	http://www.buffalo.edu/campusliving
Financial Aid	716-645-8232	http://financialaid.buffalo.edu
General Billing Questions	716-645-1800	http://studentaccounts.buffalo.edu
Library Overdue Fines and Fees	716-645-5950	http://library.buffalo.edu
Student Medical Insurance	716-645-3036	http://healthinsurance.buffalo.edu
UB Card	716-645-6344	http://www.myubcard.com/ubcard