

ALBANY STATE UNIVERSITY PAYMENT OPTIONS

ONLINE	CASHIER'S WINDOW	MAIL	NEW! Nelnet Payment Plan
<p>PERSONAL CHECK</p> <p>VISA</p> <p>MASTERCARD</p> <p>AMERICAN EXPRESS</p> <p>DISCOVER</p> <p><i>Debit and Credit Cards Accepted</i></p>	<p>CASH PERSONAL or OFFICIAL CHK MONEY ORDER VISA, MASTERCARD AMERICAN EXPRESS DISCOVER</p> <p><i>Debit and Credit Cards Accepted</i></p> <p>Location: BILLY C. BLACK BLDG, FINANCIAL OPERATIONS (NEXT TO ROOM 284)</p> <p>Normal Business Hours: MON - FRIDAY; 9am - 4pm</p> <p>Summer Hours (May - July): MON - THURS; 7:30am - 5pm</p>	<p>PERSONAL CHECK</p> <p>OFFICIAL CHECK</p> <p>MONEY ORDER</p> <p>Mail payments to: ALBANY STATE UNIVERSITY FINANCIAL OPERATIONS 504 COLLEGE DRIVE ALBANY, GA 31705</p> <p>Include w/payment: Name, Student ID, Phone Number and Purpose for Payment</p>	<p>HOW TO ENROLL IN PLAN</p> <ol style="list-style-type: none"> 1. Visit www.asurams.edu 2. Using the <i>Students</i> link on top left, navigate to Banner Web 3. Log in, you will then be on the main menu 4. Navigate to Student Services & Financial Aid, Registration, and select Set up Payment Plan <p>Students may enroll in the plan each semester. The maximum amount for the plan is \$5,500. Any amount over this will be added to the down payment.</p> <p><i>Payment plans are for current semester tuition/fees expenses ONLY.</i></p> <p>For detailed information on deadlines, payment plan fees, down payments, and other inquiries about the plan, please visit: http://www.mycollegepaymentplan.com/asu or call 229-430-4610</p>

ONLINE PAYMENT INSTRUCTIONS

Online payments can be made by all ASU students via BannerWeb.

Students paying for **Transcripts, Housing Deposits/Applications, Orientation Fees, Applications for Admission, or Tests** should contact those respective departments for specific payment instructions.

Students making other **non-tuition payments** (i.e. **Diploma fees or Replacement Student ID Cards\Keys**) are requested to email financialoperations@asurams.edu after online payment is made. Include the following information in the email: Name, Student ID, Phone number, Reason for payment, and Amount of payment.

For additional assistance with the online payment process, please call Financial Operations at (229) 430-4610.

To **BEGIN** on-line payment:

1. Go to www.asurams.edu
2. Roll cursor over **Students** link in top left corner
3. Click on **Banner Web**
4. Click on **Login into Secure Area**
 - a. Enter **Ram ID #** (If user does not know Ram ID#, Click on **Retrieve ID**)
 - b. Enter **Banner Password** (If user needs password reset, click on **Forgot PIN?**—If not successful or you need a new assigned password, please contact ASU Helpdesk at (229) 430-4909).
5. Click on **Login** to proceed
6. Click on **Student & Financial Aid**
7. Click on **Student Account Information**
8. Click on **Account Detail For Term**
9. **Select Term**, then Click Submit (FALL: August - December SPRING: January - April SUMMER: May - July)
10. At bottom of page, Click on **Make a Payment** to go **TOUCHNET ONLINE PAYMENT PORTAL**.

TOUCHNET ONLINE PAYMENT PORTAL

1. Under Students and Staff, enter **Ram ID # (UNIVERSITY ID)** and **Banner Password (PIN)**, then Click on **Login**
2. Click on **Make a Payment**
3. Click on **Make a Payment** again
4. Choose to pay by **Current Account Balance (even if account has zero balance)**
5. **Enter payment amount** in box on the right, then Click on **Continue**
6. Select **Payment Method** from drop down box, then click on **Select**
7. Enter card and billing information
8. Student will **receive a confirmation** after submitting payment
9. **Payment** will post immediately to student's banner account.

ALBANY STATE UNIVERSITY HIGHERONE EASY REFUNDS

Who is HigherOne?	Refund Preference Options	How to Select Refund Preference
HigherOne is a financial services company that provides refund management and payment services to higher education institutions. ASU partnered with HO in 2007.	<ul style="list-style-type: none"> ▶ Fastest Option: Deposit into OneAccount & Use Easy Refund Debit Card) ▶ ACH Deposit into personal account ▶ Paper Check (Mailed by HigherOne) 	<p>New students will receive a bright green envelope in the mail within 2 weeks after registering for classes.</p> <p>Inside the envelope, locate the Personal Code found inside the envelope to begin the process of selecting your refund preference.</p>
About the HigheOne Card	What is a Refund?	Additional Info
The HigherOne Easy Refund Card is a Debit MasterCard® tied to a FDIC insured checking account, known as the OneAccount. The card can be used anywhere MasterCard® is accepted.	A refund is any money that ASU owes you. Common reasons you may receive a refund include: Financial Aid overages from student loans, dropped classes, withdrawals, or tuition overpayment.	<p>HigherOne Contact: 1-877-327-9515</p> <p>www.myonemoney.com</p>

STUDENT FINANCIAL RESPONSIBILITY

MAKING PAYMENTS

By registering for classes at Albany State University, students agree that they are financially responsible for all charges related to their course registration, meal plan, housing, and other related fees. In addition, students may also incur fines, penalties or damage fees, which may be processed through the student account that they are financially responsible for.

Students are to complete payment of their tuition and fees by the due dates outlined by the academic calendar and billing statements to maintain active enrollment status and their ability to register for courses for future semesters.

BILLING STATEMENTS

Billing statements are mailed to each student's active mailing address if there has been any account activity resulting in a balance. In addition, all currently enrolled students will receive e-mail notices regarding their account balance at their Albany State University email address.

MAINTAIN AN ACCURATE MAILING ADDRESS

Students are required to maintain an accurate address with the school. If you will be moving, please submit a Change of Address Form, available from the Office of the Registrar or update your mailing address via Banner Web.

Failure to receive a student account statement in the mail is not an adequate reason for nonpayment.

DELINQUENT ACCOUNTS

The student receivable process begins when the student registers for courses, since the enrollment triggers charges for tuition and required fees. Albany State University policy provides for the withholding of University services until balances are paid in full. The restriction of service will prevent the student from having access to transcripts, registering for additional class, or graduating until the receivable is paid.

If the student's account is not paid in a timely way, further **collection efforts** will be made to collect the amount owed. If the account is sent to a collection agency, additional fees will be added to the balance due. These fees may add up to over 33% of the original balance due. In addition, the collection agency may report the delinquency to a credit bureau.