

FINANCIAL AID AWARD BOOKLET



2015–2016



BAYLOR
UNIVERSITY

DEFINING FINANCIAL SETTLEMENT

You will hear the words “financial settlement” before the start of every term at Baylor. This refers to **confirming your attendance** (intent to attend an upcoming term) and **satisfying your financial obligation**.

Completing financial settlement by the due date indicated on your semester bill secures your enrollment. Failure to complete financial settlement by this date may result in the cancellation of your class schedule and/or housing preference, late or re-registration fees, and may prevent your registration for future terms.

CONFIRMING ATTENDANCE

You must confirm your attendance each semester after receiving your semester bill. Even if your charges are completely covered by your financial aid and your bill shows a zero or credit balance, you still need to confirm your attendance. Log into BearWeb, choose Student Financial Services — Student Account — Confirm Your Attendance.

SATISFYING YOUR FINANCIAL OBLIGATION

You can satisfy your financial obligation by making payment-in-full or your first installment payment.

- The Installment Plan divides your total amount due (tuition, fees, campus housing and meal plan charges – less verified financial aid) into five monthly payments which are payable over the course of the semester. There is a \$60 per semester non-refundable fee for participation in the plan.
- Students who do not pay-in-full are automatically enrolled in the Installment Plan and must pay the Minimum Amount Due indicated on the semester bill to complete financial settlement.
- Additional information about the Installment Plan, including how the Minimum Amount Due is calculated, is available online at baylor.edu/sfs/installment.

BILLING NOTIFICATION

When an electronic billing statement is posted to the E-Bill system (baylor.edu/ebill), we send an email notification to your Baylor email address and to the email address of any Authorized Users which you have designated.

- After you register for classes, you may designate your parents/guardians as Authorized Users with access to view bills and/or make payments.
- We strongly encourage you to designate your parents/guardians in this system so they too can access all of your statements online and receive time sensitive reminders.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA) generally prohibits the release of financial information without your consent. With your permission, we can provide information to your parents/guardians or a third party. Adding an authorized User who can view your bill is your written consent that we can release information about the charges and credits on your student account to that user. Authorized users may view your account information and make payments on your behalf. Authorized Users are NOT authorized to receive or discuss information related to your FAFSA; a separate Release of Information Authorization Form is required (see p. 11).

PAYMENT METHODS

We accept personal checks, electronic checks and online credit card payments.

- Paying by electronic check is the best way to make your payment online. There is no fee for making electronic check payments.
- Payments made by credit card are assessed a 2.75% convenience fee (\$3.00 minimum) by our third-party web processor.
- To pay electronically, students may login to the E-Bill site at baylor.edu/ebill with their Baylor ID number and PIN. Authorized Users may login with their email address and password.

ADDITIONAL FINANCIAL SETTLEMENT INFORMATION

To learn more about the financial settlement process, visit baylor.edu/sfs/settlement. If you have questions, please email the Cashier's Office at Cashiers_Office@baylor.edu.



E-MAIL

Financial_Aid@baylor.edu

PHONE

1-800-BAYLOR-U, option 8-2,
or (254) 710-2611

FAX

(254) 710-2695

WEBSITE

baylor.edu/sfs

PHYSICAL ADDRESS (use for FedEx, UPS, etc.)

700 S. University Parks Drive
Suite 150
Waco, TX 76706

MAILING ADDRESS

One Bear Place #97028
Waco, TX 76798-7028

OFFICE HOURS

8:00am–5:00pm Monday – Wednesday, Friday
9:30am–5:00pm Thursday

FOLLOW US ON TWITTER

@BaylorSFS

The Student Financial Aid Office at Baylor University uses the National Association of Student Financial Aid Administrator's code of conduct for institutional financial aid professionals.

Baylor University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age or disability in employment or the provision of services.

