

Welcome!

Below, you will find key points to help you get started. It is very important to know how to log on to your Self-Service Banner account. Log in instructions are as follows:

- Go to ssb.rowan.edu.
- Select "[Access Banner Services](#)".
- Log in using your Banner ID number and PIN.
- Take a moment to review the available links and options on the Main Menu.

View and Pay Your Bill

Once you are logged in to Self-Service Banner, select the "[Bursar](#)" tab at the top of the page.

To view your bill:

- Select "[Official Billing and Account Statement](#)". This will provide you with a real-time summary of your semester bill.

To pay your bill or enroll in a deferred tuition payment plan:

- Select "[ePay Center](#)".
 - Select "[View Bill and Make Payment](#)".
- NOTE: You will be directed to the secure payment site. First-time users will be prompted to give consent to receive the 1098-T tax form electronically.*
- To pay your full term balance, select "[Make a Payment](#)", or to enroll in a deferred tuition payment plan, select "[Payment Plans](#)" from the top of the page.

For more information on payment plans, please visit rowan.edu/bursar and select "[Payment Methods and Plans](#)".

Waive Student Health Insurance

Full-time matriculated students are automatically charged for health insurance coverage for the academic year. Students who are already covered by a verified insurance plan must complete an online waiver by the appropriate deadline. For deadline information and instructions on how to waive the policy and its cost, please go to rowan.edu/bursar. Select "[Health Insurance](#)" from the menu, and then select "[Waiver Criteria and Instructions](#)".

eRefunds

eRefunds are required for student Financial Aid and Bursar refunds. You may sign up for eRefund on the ePay Center, with the option of designating a personal checking or savings account as the eRefund account. Once you are logged on to the ePay Center, select "[Refunds](#)" and then "[Setup Account](#)". **Parent PLUS eRefunds are now available!** Please visit rowan.edu/bursar for more information.

Stay in the Know

Student may utilize the "Authorized User" feature to grant access to parents/guardians to view and pay the tuition bill on the student's behalf as well as enable parents to enroll for Parent PLUS eRefunds (as applicable). To set up an Authorized User, log in to Self-Service Banner and follow the steps below:

- Select "[Bursar](#)" tab.
- Select "[ePay Center](#)".
- Select "[View Bill and Make Payment](#)".
- Select "[Authorized Users](#)" from the menu on the right and follow the steps.

NOTE: An "Authorized User" on the ePay Center does not replace or substitute the FERPA waiver administered by the Office of the Registrar.

Helpful Hints and Tips

- Be sure to check your Rowan e-mail account frequently, as this is the main source of communication between you and the University.
- To review your Financial Aid Award Package, log in to Self-Service Banner and select the "[Financial Aid](#)" tab.
- If you do not know your Banner ID and/or PIN, or your network log in credentials, go to id.rowan.edu.

Office of the Bursar - Services

- **Deferred Tuition Payment Plan***

Fall Semester Payment Plan Schedule:

- 1st Payment— August (Fall Semester Payment Due Date)
\$50.00 enrollment fee will be applied to first payment**
- 2nd Payment—September 1
- 3rd Payment—October 1
- 4th Payment—November 1
- 5th/Final Payment— December 1

Spring Semester Payment Plan Schedule:

- 1st Payment— January (Spring Semester Payment Due Date)
\$50.00 enrollment fee will be applied to first payment**
- 2nd Payment—February 1
- 3rd Payment—March 1
- 4th Payment—April 1
- 5th/Final Payment— May 1

**Students must enroll in the Deferred Tuition Payment Plan each semester that they wish to use the plan.*

***Fees subject to change based on Board of Trustees approval.*

- **Are you a parent, guardian, or family member providing your student with financial assistance?**

Students may add an Authorized User to their account which allows said user to set up their own login credentials for the ePay Center. Instructions on how to add an Authorized User are provided on the reverse side of this sheet.

- **Are you paying your tuition with a 529 College Savings Plan or a third party scholarship?**

If so, you may mail or deliver payments of this type to the Office of the Bursar. All payments must be made payable to 'Rowan University' and must include the student's Banner ID number. Payments are to be mailed to the following address:

Rowan University
Office of the Bursar
201 Mullica Hill Road
Glassboro, NJ 08028

- **Student Health Insurance Waiver**

Please visit rowan.edu/bursar for information on student health insurance, including waiver deadline, waiver instructions, and policy information. Students who are covered by an existing insurance plan and do not wish to pay for the Student Health Insurance must complete the online waiver by the appropriate deadline. **NOTE: The Student Health Insurance Waiver is a separate requirement from the Mandatory Health Forms requested by the Wellness Center. Both items must be completed!**

- **eRefunds** - Students are required to sign up for electronic refunds (eRefunds), which is a direct deposit of funds from a financial aid or Bursar credit to the student's personal checking or savings account.

Parent PLUS eRefunds are now available. Please visit our website for more information.

- **1098-T** - The 1098-T form is provided to all enrolled students by January 31st of every year. Students may consent to receive the form electronically, which also allows Authorized Users (if given access) to view and print the form at their discretion.

- **Rowan Bucks** - Students may add Rowan Bucks to their RowanCard: (1) from a financial aid credit balance via Self-Service Banner, (2) as an out of pocket payment via myrowancard.rowan.edu or (3) in person at the Office of the Bursar.