



Rowan University Office of the Bursar Information Sheet

Welcome to Rowan University! You can access the tasks below by logging in to Self-Service Banner (SSB) (ssb.rowan.edu) using your Rowan Network ID and password and choosing the “Bursar” tab.

Viewing and Paying Your Bill

- Bills are e-mailed to students at their Rowan e-mail address.
 - To view a real-time account summary of your bill, choose “View Official Billing and Account Statement”.
 - To view your most recent statement or to make a payment, choose “ePay Center”, then “View Bills and Make Payment” to be directed to the secure payment site.
- Deferred Tuition Payment Plan
 - Allows students to pay their bill in installments (five [5] for Fall and Spring; three [3] for Summer).
 - \$50.00 enrollment fee applied with first payment; fee is subject to change each year.
 - Students must enroll in the plan each semester that they wish to use the plan.
- Students as well as Authorized Users can sign up to receive billing updates via text in the ePay Center.

Assigning Authorized Users

- The Authorized User feature in the ePay Center allows students to designate parents/guardians to view or pay tuition bills on their behalf using their own established login credentials.
- Authorized User access differs from the Family Educational Rights & Privacy Act (FERPA) waiver and Proxy Access designations.

Enrolling in eRefund

- eRefund is a direct deposit of funds from a financial aid or Bursar credit and is (1) required for students who expect to receive a refund and (2) available for Parent PLUS borrowers as well.
- Sign up for this service in the ePay Center and assign a personal checking or savings account as the eRefund account.

Waiving Health Insurance

- Full-time matriculated students as well as part-time students enrolled in specific programs are automatically charged for health insurance for the academic year.
- Students who have existing coverage of their own or through a parent must complete an online waiver every academic year by the appropriate deadline.
- The health insurance waiver is a separate requirement from the Mandatory Health Forms requested by the Wellness Center.

Submitting Third Party Payments (e.g., 529 plan, third party scholarship)

- Payment must be made payable to “Rowan University” and include the student’s Rowan ID number.
- Students who receive Veteran Student benefits must contact the Military Services Office in order to ensure their account is properly coded.

Accessing the 1098-T Tax Form

- Provided to all enrolled students by January 31st of every year.
- Students are required to consent to receive this form electronically in the ePay Center, and Authorized Users, if given access to this information, may view and print this form at their discretion.

Adding Rowan Bucks to the RowanCard

- Students may add Rowan Bucks to their RowanCard using a financial aid credit via SSB or as an out-of-pocket payment through myrowancard.rowan.edu.
- Balances and transaction histories can be viewed via myrowancard.rowan.edu.



Scan the QR code to be directed to the Office of the Bursar web site, where you can find specific instructions on how to complete these tasks.