



# Rowan University Office of the Bursar Information Sheet

**Welcome to Rowan University!** You can access the tasks below by logging in to your myRowan portal and choosing "Manage Your Student Bursar Account".

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## Viewing and Paying Your Bill

- Bills are e-mailed to students at their Rowan e-mail address.
  - To view your current account balance or to make a payment, go to the ePay Center and choose "On Demand Statement" or "Make Payment", respectively.
- 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.

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## 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.

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## 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.

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## 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.

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## Student Financial Responsibility Agreement (SFRA)

- Provides important information to students about the cost of their education and the financial policies associated with their enrollment at Rowan University. By signing the agreement, students acknowledge they have read the SFRA and agree to the terms. This can also be completed by going to <https://go.rowan.edu/myactionitems>.
- Must be completed every year before registering for classes.

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## 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. If mailing a payment, please refer to our web site for more information.
- Students who receive military-affiliated benefits must contact the Military Services Office in order to ensure their account is properly coded.

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## Accessing the 1098-T Tax Form

- Provided to all enrolled students by January 31<sup>st</sup> of every year.
  - Students can access this form in their ePay Center, and Authorized Users, if given access to this information, may view and print this form at their discretion.
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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.