Office of the Bursar

Location: Savitz Hall, 1st floor

Website: www.rowan.edu/bursar

Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.
*Open until 6:00 p.m. on Wednesdays during the Fall and Spring semesters

Phone: 856.256.4150

Email: bursar@rowan.edu
Tuition and Fees

Tuition and fees, including housing and meal plan charges, are due by **January 5, 2018**. The University reserves the right to cancel registration for non-payment.

For your convenience, the University offers a deferred payment plan. This plan allows students to split their payment into five (5) equal installments.

- Enrollment in the plan requires a one-time, per semester fee of $30.
- **Spring 2018** installment due dates are as follow: 1/5, 2/1, 3/1, 4/1 and 5/1.

In addition, it is important that you complete all financial aid requirements and finalize any applicable external educational funding.
Electronic Billing

Students may access their student account information at the University’s Self-Service website at www.rowan.edu/selfservice

- This online service enables students to perform a variety of functions, i.e., register for classes, view and pay your bill, and finalize financial aid requirements.

- To view your bill, click on the “Bursar” tab and select the “Official Billing/Account Statement” link.

- This system delivers real-time information, 24 hours a day, 7 days a week.
Electronic Billing (continued)

The University will alert students when bills are initially available for viewing on Self-Service. Therefore, it is important that students monitor their e-mails closely.

- Students who enroll in the deferred payment plan will be sent an e-mail reminder to inform them of the upcoming installment due date.

- Students may also be contacted via e-mail to alert them of past due balances.
Set an Authorized User

For your convenience, the University offers students the ability to authorize a user (parent, legal guardian, et cetera) to access important financial information on the student’s account.

– To authorize a user, students can visit www.rowan.edu/epay, click on “My Account” and select “Authorized Users.”

– Access is dependent upon the student’s designated settings.
How to Pay your Bill?

Payments can be made online or in-person at the Office of the Bursar.

- To pay online, log into the University’s Self-Service website (www.rowan.edu/selfservice), select the “Bursar” tab and click on the “ePay Center” link.
  - We accept all major credit cards, debit cards, and e-Check.
  - Payments made by credit / debit cards will be subjected to a 2.85% convenience fee ($3.00 minimum fee when paying online).
  - With e-Check, students can make safe, secure online payments at no additional cost.
- To pay in-person, come to the Office of the Bursar during regular business hours.
  - We accept cash, checks, money orders, and credit / debit card payments.
Welcome to Rowan University's Payment Center!

The Spring 2018 Semester Due Date is January 5, 2018.

To enroll in the deferred payment plan for the Spring 2018 semester, follow the instructions below or go directly to “Payment Plans” at the top of this page.

Please note that all prior term balances are due immediately.

***E-REFUNDS***

Rowan University students can sign up for direct deposit and receive their refund electronically. e-Refunds is the fastest, safest, and most convenient way of receiving a refund. When enrolling, please be sure to verify your banking information to avoid any delays in processing your refund. NOTE: This service only applies to checking accounts.
Refunds

• If there is an overpayment on the Spring 2018 student account refunds will be processed in February 2018.
• Parent Plus refunds are always mailed to the parent directly.
• For student convenience, students can sign up to receive their refunds electronically.
• To sign up for E-Refunds:
  – Go to: www.rowan.edu/epay
  – Sign in with your user ID & PIN
  – Click Refunds from the top menu
  – Click Setup account
    • Checking accounts ONLY. You cannot use a savings account.
Refunds

• Please be aware that non-institutional charges (parking tickets, judicial fines, etc.) cannot be paid using Title IV funds, unless authorized by the student.

• To authorize this, a student can log into the University’s Self-Service website (www.rowan.edu/selfservice), select the “Financial Aid” tab and click on the “Title IV Authorization” link.

• The University strongly encourages all students to complete the Title IV authorization. This ensures that all charges on student accounts are appropriately paid.

• Failure to provide authorization will result in a refund of the Title IV funds and a bill for non-institutional charges at the same time.
Student Health Insurance

All full-time matriculated students are required to have health insurance coverage.

- The University automatically charges students for health insurance coverage; however, students can waive these charges with proof of coverage.
  - The charge is assessed each Fall, and coverage is good from 8/1 to 7/31.
  - Students starting in the Spring will be covered from 1/1 to 7/31.
  - For specific plan information, go to www.firststudent.com.

- To waive coverage, go to the University’s Self-Service website, under the Main Menu select the “Student Health Insurance Waiver” link.
  - Enter insurance company name and either policy or group number. Charges will be removed within 24 hours.
  - The deadline to waive coverage is February 5, 2018.
The RowanCard

The RowanCard serves many purposes, including functions related to door access, University ID, and as a declining balance card. It is accepted on-campus and at over 100 area merchants.

Examples of how the RowanCard is used on campus:

- Door access to buildings on campus
- Meal plans and vending machines
- Printing, copying, and duplicating services
- Laundry services

- The RowanCard can be obtained at the Student Center Information Desk.
The University offers multiple meal plan options. All Residence Hall students are required to have a meal plan. Weekly plans include 3 guest swipes per semester.

- All-Access Plan, including $100 Dining Dollars and $100 Rowan Bucks
- 14 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- 10 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- 7 Meals per week, including $100 Dining Dollars and $200 Rowan Bucks
- Block Plans (30 or 60 meals), including $75 Dining Dollars and $100 Rowan Bucks

- Students can *add/increase a meal plan* at any point during the semester. Prices are prorated from the third week forward.
- Students can *reduce meal plans* during the first two weeks of the term. For the Spring 2018 semester, reductions can be done through January 26, 2018.
- All meal plan selections and changes can be processed on the Self-Service website, under the Student tab, by clicking on the My Housing link, then the Dining tab.
Dining Dollars

Dining Dollars are funds that accompany each meal plan. The amounts vary based on the meal plan selected.

- Dining Dollars are accepted on campus and at the following eateries located on Rowan Boulevard: Ry’s Bagels, Prime, Pizza Hut, Domino’s, and the Café at Barnes & Noble.

- All Dining Dollars expire at the end of the Spring semester.
Rowan Bucks

Rowan Bucks are funds that accompany each meal plan and are accepted both on and off campus, including at over 100 area merchants.

- Examples include Shoprite, Barnes & Noble Rowan University Bookstore, McDonald’s, and Highway Mart for both food and fuel.
- You do not need a meal plan to purchase Rowan Bucks. You may also add funds to your Rowan Bucks account.

Rowan Bucks carry over from term to term and do not expire. There are multiple ways of adding funds to your Rowan Bucks account.

- Online via credit/debit card at myrowancard.rowan.edu;
- Online via financial aid credit or credit/debit card at the University’s Self-Service website, under the “Bursar” tab; or
- At the Office of the Bursar via check, cash, money order or credit/debit card.
1098T Tax Forms

- **1098T Tax Forms** - report amounts billed for qualified tuition and related expenses, the information reported might entitle the taxpayer to an adjustment to income, or a tax credit
  - Forms are available January 31, 2018
  - You can consent to receive the form electronically via [www.rowan.edu/epay](http://www.rowan.edu/epay)
  - Via Rowan Self-Service/Student/Student_Records/1098T_Form