

University Billing Office

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# Behind the Bill

**Navigating the University Billing Process with Confidence**

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# University Billing

- ✓ **View the Bill**
- ✓ **Payment Options**
- ✓ **Due Dates**
- ✓ **Financial Aid Disbursement**
- ✓ **Guest/Parent Account Access**

# Electronic Billing & How-To Guides

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- Student U-Bills available on MyUI
- U-Bill Published on the 1<sup>st</sup> of each month
- How-To Guides available on Billing website  
<http://ubill.fo.uiowa.edu>
  - How to read the U-Bill
  - How to invite a Guest Account User
  - How to add a Bank Account
  - How to make an Online Payment

# General U-Bill Information

- First U-Bill of each semester
  - Fall – August 1<sup>st</sup>
  - Spring – January 1<sup>st</sup>
- Email notification sent 1<sup>st</sup> of each month
  - to student's U of Iowa email address
    - does **not** contain a copy of the U-Bill
- Guest Account: used to view U-Bill
  - Access authorized by student
- Due Date: 22<sup>nd</sup> of each month
  - **August due date: 8/25/2023**

# Installment Payment Plan

## Deferred Payment Plan

- Eligible Charges
  - Tuition
  - Housing – Room & Meal Plan
- 3 installments payments

Semester	Payment 1	Payment 2	Payment 3
Fall	August	September	October
Spring	January	February	March

- No formal enrollment process
  - required to pay minimum due each month
- \$20 per-semester Deferred Payment Fee

# Miscellaneous Charges

All other charges are due in the month billed

- Charges made with ID Card
  - University Book Store
  - Food Service & Vending
  - Campus convenience stores
  - Recreational Services
  - Athletic and performing arts tickets
- Course fees
- Library fines
- Student Health Insurance (if not covered under another plan)



# U-Bill Summary

### U-BILL SUMMARY (ACCOUNT # 123456)

Statement Date: 08/01/2023  
Payment Due Date: 08/22/2023  
Statement Balance: \$3,000.00  
Recent Account Activity: \$0.00  
**Current Balance: \$3,000.00**

Minimum Due	Past Due
\$1,000.00	\$0.00

[Pay U-Bill](#) [Print U-Bill](#)

### ALERTS & MESSAGES

Your account is up to date. You have no restrictions to your charging or registration privileges

### QUICK LINKS

- [How to Read Your U-Bill](#)
- [How to Add a New Bank Account](#)
- [How to Make a Payment](#)
- [Summary of Billing Rights](#)

[Contact the Billing Office](#)

> [U-Bill Detail \(Account # 123456\)](#) Statement Date: 2023-08-01 ▼

> [Recent Account Activity \(Since Last Statement\)](#)

> [Payment History Activity](#)

# U-Bill Payment Options

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- Online through MyUI
  - checking or savings account
- In Person (2700 University Capitol Centre)
  - Personal check, cashier's check, money order
- Mail to Payment Processing Center
  - Include payment stub in envelope
- Credit Card
  - 2.75% non-refundable service fee for domestic credit cards
- 529 Plans
  - Speak with your 529 plan administrator

# Disbursement of Financial Aid



- **Estimated financial aid will be posted to the first U-Bill of each semester**
- **Mail Private Donor Scholarship Checks to:**  
University of Iowa Billing  
2700 University Capitol Centre  
Iowa City, IA 52242  
\*Include scholarship check submission form
- **MyUI - Aid Disbursement Page**
  - Summary of Financial Aid Disbursement
  - Review each semester

# MyUI – Aid Disbursement Page

**Aid Released to Billing**

Financial Aid	Amount
Federal Direct Plus Loan	\$1,915.00
Subsidized Stafford Loan	\$2,418.00
Unsubsidized Stafford Loan	\$1,292.00
<b>Total:</b>	<b>\$5,625.00</b>

**Aid Applied to U-Bill**

Financial Aid Applied to Bill	Amount
Federal Direct Plus Loan	\$1,915.00
Subsidized Stafford Loan	\$932.50
Unsubsidized Stafford Loan	\$1,292.00
<b>Total:</b>	<b>\$4,139.50</b>

**Aid Refunded**

Financial Aid Refunded	Amount
Federal Direct Plus Loan	Refund by Direct Deposit \$1,485.00
<b>Total:</b>	<b>\$1,485.00</b>

# Disbursement of Financial Aid Refunds

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- Aid Refunds
  - Begin the first week of classes
  - Quickest refund → direct deposit set up on MyUI
- Parent PLUS Loans
  - Excess funds sent to the borrower (student, if specified)
    - Borrower Direct Deposit setup
      - Through MyUI Guest Account
      - OR
      - Parent PLUS Loan Direct Deposit Authorization Form

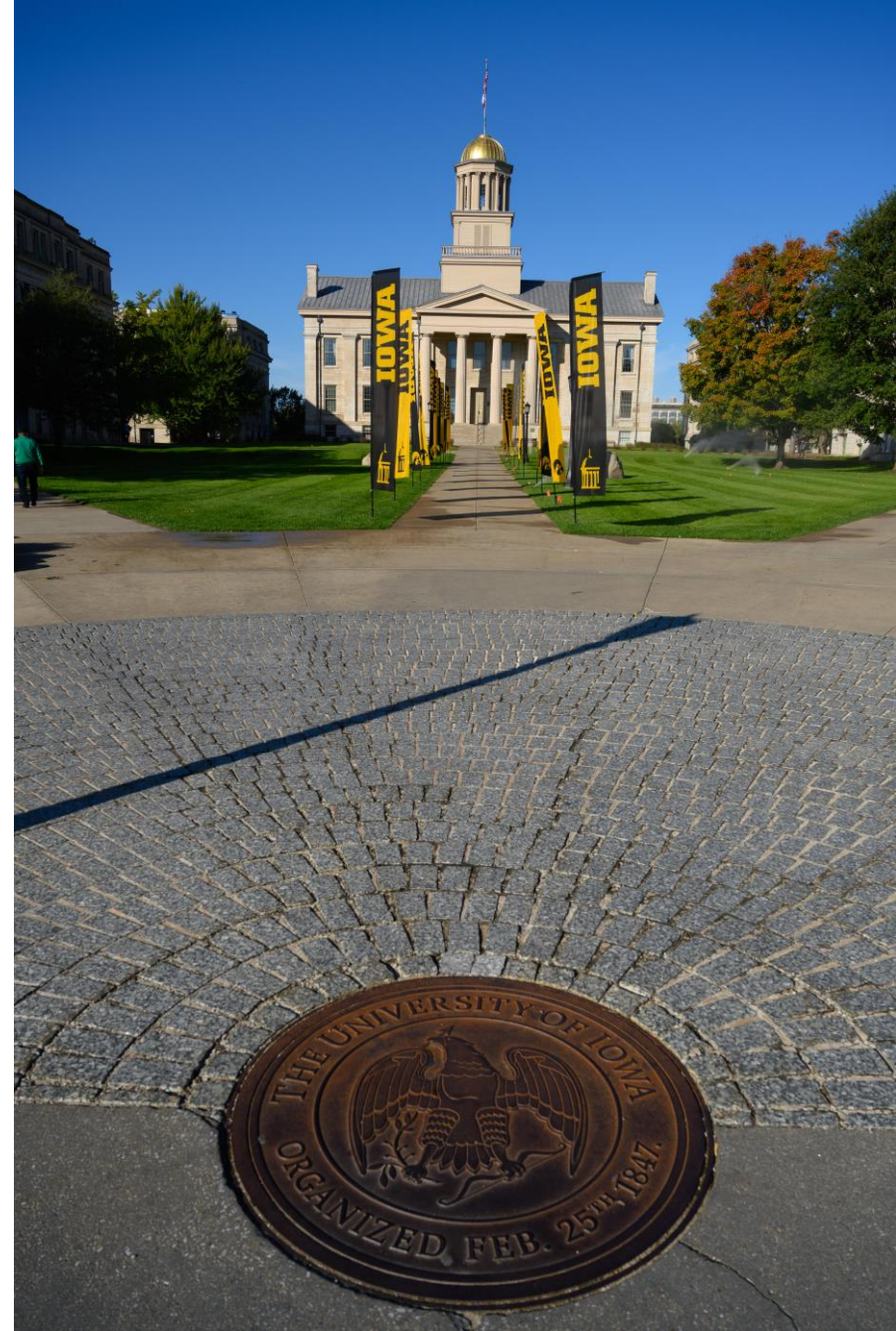
# 1098-T Tax Form

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- Form to take advantage of educational-related tax deductions
- Report to the IRS
  - Tuition & qualifying fees paid in the calendar year
  - Gift Aid (scholarships and grants)
- Available on MyUI by January 31<sup>st</sup> each year

# How can we help you?

- So much information provided during Orientation & we know it can be a lot to take in!
- Contact us early with your questions to avoid delays!



# Check-List before August 1st

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- Determine who will be responsible for submitting U-Bill payment
- Set up Guest Account(s) to view & pay the U-Bill
- Set up bank information on MyUI for refunds
  - Including Parent PLUS direct deposit, if necessary
- Set a reminder on your calendar to review the U-Bill after the 1st of each month

# Questions?

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## University Billing Office

2700 University Capitol Centre

Iowa City, IA 52242

(319) 335-0071

[ubill@uiowa.edu](mailto:ubill@uiowa.edu)

<http://ubill.fo.uiowa.edu>



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