

**** Student Billing Information ****
Eastman School of Music Undergraduate Students

Payment Agreements

All students are **required** to submit a Payment Agreement. Students should submit their payment agreement by June 10, 2009. All students must complete a payment agreement prior to registration for classes. The payment agreement is submitted online: www.rochester.edu/adminfinance/bursar/.

If you do not know your NetID, click on "What is NetID?/Help". On the next screen you will be prompted to set up your NetID. When prompted, please indicate that you are a **matriculated** student. In the last field, "Electronic Signature", please type your full name.

The student may change their payment option or billing address at any time by submitting a new payment agreement online. These requests must come from the student. The student is responsible for notifying the Bursar's Office if the billing address changes, and is responsible for all late payment fees resulting from delays in the delivery of the Statement.

Payment Options

The University offers undergraduate students three options for payment of tuition and fees for the academic year:

1. **Monthly Payment Option:** 4 monthly payments for each semester. Payment due dates: **8/10, 9/10, 10/10** and **11/10** for the fall semester and **12/10, 1/10, 2/10** and **3/10** for the spring semester. A \$25.00 non-refundable administrative fee is charged each semester.
2. **Semester Payment Option:** 1 payment for each semester. Payment due dates: **8/10** for the fall semester and **12/10** for the spring semester.
3. **International Payment Option:** For students with an international billing address only. Fall semester charges are billed **7/15**, due **9/10**. Spring semester charges are billed **11/15**, due **1/10**. **Payment must be in U.S. dollars and drawn on a U.S. bank.**

A **Prepaid Tuition Plan** is available to undergraduate students making it possible for incoming freshmen to prepay four years of tuition at the rate in effect during the year of initial enrollment. Enrolled students may join the Plan at the beginning of the fall semester, as long as four or more semesters remain in their undergraduate program. The tuition rate charged is the rate in effect at the time they join the Plan. More information on the Plan is available by contacting the Bursar's Office at (585) 275-3931 or online at www.rochester.edu/adminfinance/bursar/prepaid.htm.

Billing Statement

The student billing statement can be viewed online from your student portal: <http://my.rochester.edu>. Once you log in, click on **UR ePAY**, found under Quick Links on the left. Students receive an e-mail each month when the new billing statement is available. Students are encouraged to pay their bill online using **UR ePAY**. We accept electronic check payments or Mastercard, Discover and American Express. Please note that you will be charged a non-refundable 2.75% convenience fee for any credit card payment. There is no charge for electronic check payments.

Students can set up individuals (parents, guardians, spouses, or third parties) to view and pay their bills by logging onto UR ePAY and selecting "**Authorize Payers**". Follow the instructions on the Authorize Payers page. Be sure to include an e-mail address so your Authorized Payer will receive e-mail notifications of eBill announcements.

Students are responsible for viewing their billing statement online each month and will not receive a statement in the mail.

For more information regarding **UR ePay**, please visit our website: www.rochester.edu/adminfinance/bursar and click on **UR ePay**.

Please note: payments made via an online bill payment service (other than UR ePAY) are converted to a paper check when submitted to the University. Please allow extra time for processing. All check payments must be in U.S. dollars and drawn on a U.S. bank.