



Electronic Billing (eBill) Instructions

VU utilizes an electronic billing system for all students, allowing students, or their parents, to submit an online payment using a credit card or an electronic check (e-check). Electronic billing statements, for Project EXCEL dual credit courses, will be sent directly to the student's MyVU account. Project EXCEL no longer accepts checks, or other forms of payment, to be submitted with the student's Project EXCEL course registration form.

IT IS **IMPERATIVE** THAT STUDENTS **VERIFY THEIR EMAIL ADDRESS,**
SUBMITTED WHEN COMPLETING THE ONLINE ENROLLMENT FORM (OEF),
AND FOLLOW THE EMAIL INSTRUCTIONS FOR AUTHENTICATING THEIR MyVU ACCOUNT.

Important Information Regarding Online Bill Pay:

- 1) After a student has been registered for a Project EXCEL dual credit course, they will receive an email from VU, confirming their course registration (sent to the email address they used when completing the required OEF). The student will be reminded to log into their MyVU account to confirm their preferred email address, and assign an authorized payer (i.e. parent) for electronic billing purposes, if applicable. **We recommend that students, who will have fees associated with their dual credit course(s), add a parent as an authorized payer upon receipt of this notice. Students will need a parent email address for this step.**
- 2) Once assigned, the authorized payer (i.e. parent) will receive an email with login information to view and pay the child's VU account balance.
- 3) **Students who register for multiple Project EXCEL, or VU, courses may receive separate registration and billing notifications, for each course.**
- 4) Project EXCEL course fees are assessed every two weeks, after the September 1 registration deadline. Depending on when the student's registration form is processed, a billing notification could be sent anywhere from one to 14 days after the student receives the registration notification email.
- 5) Please note that students will have **15 days to pay their account balance,** from the date in which they receive the first email notice indicating that they have an account balance.

IMPORTANT – PLEASE READ:

- Unpaid balances will put a "registration hold" on your student account – preventing you from registering for additional VU courses, in subsequent (future) terms.
- Unpaid balances will also put a "transcript hold" on your student account - preventing you from transferring your VU credit to another institution.

Free/Reduced Lunch Eligible Students:

Project EXCEL tuition fees will be waived for eligible students. Students – when returning your course registration form, please be sure to mention your eligibility to your Project EXCEL teacher, or a school counselor, ask them to verify eligibility, and check the appropriate box on the paper registration form.

Brightly colored flyers regarding the eBill electronic billing process will be included with the student registration packets, sent to teachers, for courses requiring payment.

**STUDENTS - PLEASE BE SURE TO GET THIS FLYER FROM YOUR TEACHER,
AND TAKE IT TO A PARENT, OR GUARDIAN, WHEN YOU TAKE HOME
THE REGISTRATION FORM FOR THEM TO SIGN.**

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All Project EXCEL dual credit fees will be billed, electronically, to the student's MyVU account.

We strongly encourage students to log into their MyVU account and assign a parent as an Authorized Payer* on their account. This authorization will allow parents to view the student's bill and make payments.

**See reverse side for instructions*

MyVU Username and Password:

New students will receive their MyVU username and password via the preferred email address entered in the Online Enrollment Form (OEF).

Students needing their MyVU information - go to vinu.edu and click 'MyVU' (top right side of screen). Click 'Need Username/Password Help?' link (bottom left screen), enter you SSN or VU student ID (A number) and follow the instructions.



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Step by Step Instructions

1. Log in to your MyVU account (see reverse side for help)
2. Under 'Access' - 'Quick Links' (left side of screen)
3. Click 'Statement & Billing' under 'Financial'

This will display the VU E-PAY site where students may:

- View Bills
- Make Payments Online
- Assign Authorized Payers by clicking 'Add New' in the Parent PINs section. An email will be sent to the Authorized Payer (parent) with login information to access the student's account.

IMPORTANT!!

Students may receive more than one billing notice for multiple course registrations. Electronic payments are due within 15 days of billing notice (check your email regularly).

Students may not register for additional VU courses, or request official VU transcripts, until all fees are paid.

Students are still responsible for all VU dual credit fees, should they drop the course after their VU registration form has been submitted.