S.O.A.R.

New Student Orientation
Winter 2020 and 2021
All Bursar Office services are online to provide instant access and assistance to students.

myLEWIS Portal – Student Account - $
Where Do I Access My Monthly Statement (1)?

• myLEWIS portal - Student Account - Nelnet Student Account Platform
Where Do I Access My Monthly Statement (2)?

- Statements / Bills are generated on a monthly basis; email notices are sent.
- Go to myLEWIS portal - Student Account – View Statements
- Statements / Bills are only available electronically. No paper statements will be sent.
What Will My Statement Look Like?

- Total amount due and due date listed at the top.
- Classes, charges, payments, and pending aid will be listed next.

### Summary

<table>
<thead>
<tr>
<th>Total Amount Due</th>
<th>Statement Date: 30 Nov 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,841.63</td>
<td>Due Date: 30 Jan 2021</td>
</tr>
</tbody>
</table>

### Class Schedule

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Class Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Christian Theology</td>
<td>THEO-10000</td>
<td>3</td>
</tr>
<tr>
<td>Decision Science</td>
<td>BSAN-55000</td>
<td>3</td>
</tr>
<tr>
<td>Issues in Hymn and Blue Ethics</td>
<td>BSAD-45000</td>
<td>3</td>
</tr>
<tr>
<td>Major Field Test</td>
<td>BGEN-39000</td>
<td>0</td>
</tr>
<tr>
<td>Supervisory Management</td>
<td>BSAD-33000</td>
<td>3</td>
</tr>
</tbody>
</table>

### Transaction Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31, 2020</td>
<td>Fall 2020</td>
<td>COB Resources Fee</td>
<td>25</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>Fall 2020</td>
<td>Technology Fee</td>
<td>100</td>
</tr>
<tr>
<td>March 31, 2020</td>
<td>Fall 2020</td>
<td>UC Tuition</td>
<td>5400</td>
</tr>
<tr>
<td>April 20, 2020</td>
<td>Fall 2020</td>
<td>UC Tuition</td>
<td>1600</td>
</tr>
<tr>
<td>5/28/2020 12:00:00 AM</td>
<td>Fall 2020</td>
<td>State of IL NAP Grant (Est.)</td>
<td>1002</td>
</tr>
<tr>
<td>5/28/2020 12:00:00 AM</td>
<td>Fall 2020</td>
<td>Federal Pell Grant (Est.)</td>
<td>1798</td>
</tr>
</tbody>
</table>
Can I Give Someone Else Access To My Bill?

• Yes, visit Nelnet Student Account Platform and Add Authorized Party.
When Is Payment Due Each Semester?

• Payment is due by the first day of class each semester.
  – Students can either:
    (1) Pay in full
    -- or --
    (2) Enroll in a payment plan through Nelnet Campus Commerce Payment Plans.
What Are My Payment Options?

PAY IN FULL

• Complete payment of all charges is due by the first day of class each semester.

• Bursar Office (cash or check) or by mail (check)

• Credit card payment – online only (convenience fee)

• Free online ACH from checking or savings (e-check)
MONTHLY PAYMENT PLAN - Nelnet Campus Commerce Payment Plans

• Set-up as early as May (Fall term) or November (Spring term) but it must be no later than the first day of class each semester.
• Automatic bank payment.
• Credit / debit card option with an additional service fee.
• Payments processed on the 1st or 15th of each month.
• $95 enrollment fee REDUCED now to $60.
• We encourage students to sign up for a payment plan when they register in order to receive the maximum amount of time for payments.
What If There Is A Hold On My Account?
What If There Is A Hold On My Account?

- Account holds will prevent students from registering for classes and obtaining transcripts.
What If I Am Expecting A Refund?

• myLewis portal – Student Account – Title IV Authorization.
• Review “I authorize Lewis University to hold any excess Title IV funds...”.
• Select “Do not authorize”.

[Image of the myLewis portal interface with options for Student Account, Financial Aid, Human Resources, Records & Registration, New Freshmen & Transfers, and more.]

[Image of a Federal Funds Authorization Form with fields for student name, term, and signature, along with options to authorize or do not authorize Title IV funds for various reasons.]
Bursar Office Reminders

• Statements are available at myLEWIS portal - Student Account.
• Access can be given to others to view your account activity at Nelnet Student Account Platform.
• Payment is due by the first day of class.
• Pay in full or enroll in a payment plan at Nelnet Campus Commerce Payment Plans by the first day of class.
• Remember to complete your Title IV Authorization Form.
FOR THIS SOAR SESSION - Please use your last name to contact the following...

A-F  Myra Benavides  benavimy@lewisu.edu
G-L  Jackie Reilly  reillyja@lewisu.edu
M-R  Karen Lukes  klukes@lewisu.edu
S-Z  Pam Maciulewicz  maciulpa@lewisu.edu

Feel free to email your questions or request a callback using the above alphabet-based emails.

MAIN CONTACT DURING SCHOOL YEAR...
815-836-5210
businessoffice@lewisu.edu