



BURSAR OFFICE

New Student Orientation

Winter 2021/2022

BURSAR OFFICE

LEWIS
UNIVERSITY



All Bursar Office services are online to provide instant access and assistance to students.

TWO EASY WAYS:

myLewis Portal - \$

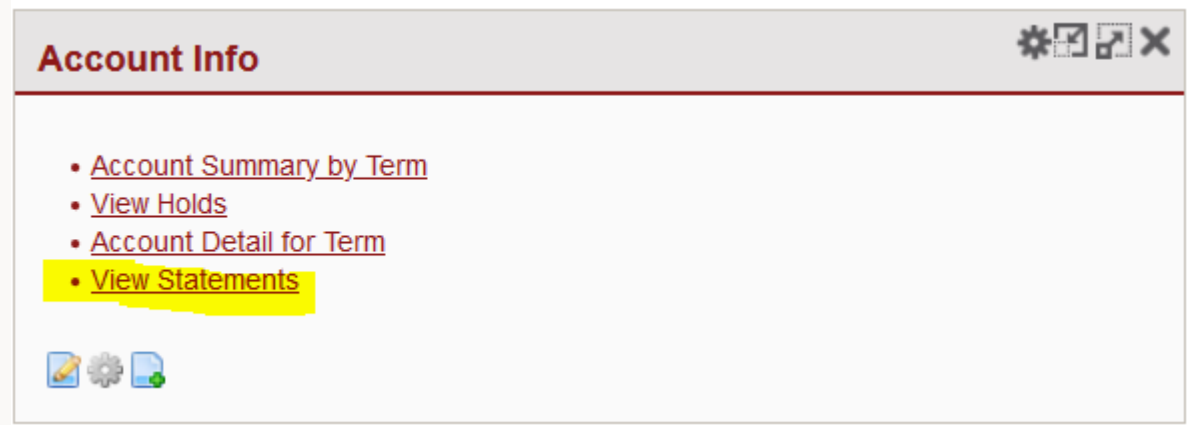
OR

myLEWIS Portal – Student Account - \$



Where Do I Access My Monthly Statement?

- 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

Total Amount Due	Statement Date: 09 Nov 2020
\$7,841.63	Due Date: 30 Jan 2021
	Student Name:
	Student ID: L31

[Print](#)

Class Schedule

CLASS NAME	CLASS NUMBER	CREDITS
Intro to Christian Theology	THEO-10800	3
Decision Science	BSAN-35000	3
Issues in MgmtandBus Ethics	BSAD-45000	3
Major Field Test	BGEN-39800	0
Supervisory Management	BSAD-38000	3

Transaction Details


DATE	TERM	DESCRIPTION	AMOUNT
March 31, 2020	Fall 2020	COB Resource Fee	25
March 31, 2020	Fall 2020	Technology Fee	100
March 31, 2020	Fall 2020	UG Tuition	5400
April 20, 2020	Fall 2020	UG Tuition	1800
5/28/2020 12:00:00 AM	Fall 2020	State of IL MAP Grant (Est)(est.)	1602
5/28/2020 12:00:00 AM	Fall 2020	Federal Pell Grant(est.)	1798

Can I Give Someone Else Access To My Bill?




- Yes, visit Nelnet Student Account Platform and Add Authorized Party.

Manage My Student Account

 Nelnet
Student Account Platform


 Nelnet
Campus Commerce Payment Plans

 Payment Plan & Billing [View Details](#)


\$0.00 [Transaction Details](#)


SPRING 2021


[Set up a Payment Plan](#)

 Refunds

[Manage Refunds](#)



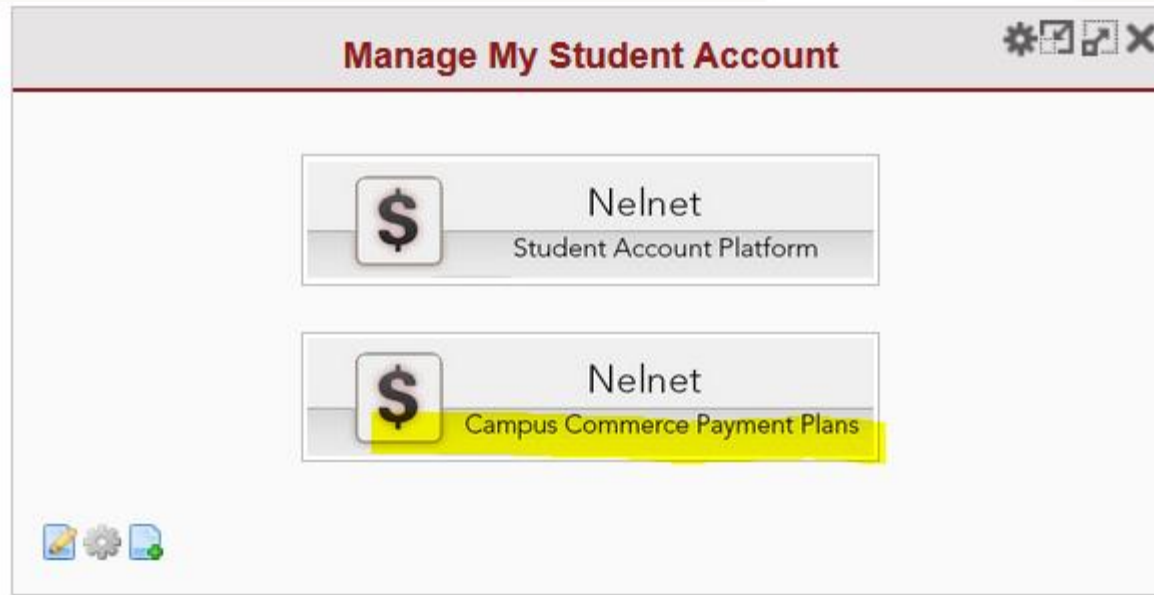
 Register to receive text services on your mobile phone.

 Want to allow a friend or family member to pay toward your balance?
[Add an 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)

What Are My Payment Options?






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?







myLEWIS   

Welcome | Academics & Accreditation | Faculty | Finance | Financial Aid | Human Resources | Records & Registration | Payroll | Purchasing | Research | Residence Life | Internal Meeting Calendar | **Student Account** | Resources | BlackBoard | New Graduate Students | Working Remote Resources

MyLewis Home > Student Account

Student Account Message Center

-  [FALL 2019 ROOM AND BOARD CHARGES](#)
 8/19/19
-  [Fall payment plans begin as early as May and Spring plans in November.](#)
 4/20/17

Manage My Student Account

[Empty content area]

Account Info

- [Account Summary by Term](#)
- **[View Holds](#)**
- [Account Detail for Term](#)
- [View Statements](#)

What If There Is A Hold On My Account?



- Account holds will prevent students from registering for classes and obtaining transcripts.

LEWISUNIVERSITY [Sign Out | Help]

Personal Information | **Student** | Financial Aid | Faculty Services | Employee | Finance Find a page...

View Holds

Home > View Holds May 12, 2020 10:49 am

Please note that some holds are sensitive and may not display on this page.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Business Office Hold No Comply	Apr 19, 2019	Dec 31, 2099		Prior balance is still due.		Registration Transcripts Accounts Receivable

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” if anticipating a refund prior to the end of the academic year.

The screenshot shows the myLEWIS Student Account portal. The navigation menu includes: Welcome, Academics & Accreditation, Faculty, Finance, Financial Aid, Human Resources, Records & Registration, New Freshman & Transfers, Payroll, Purchasing, Research, Residence Life, Internal Meeting Calendar, Student Account, Resources, BlackBoard testing, New Graduate Students, Working Remote Resources. The main content area is divided into three sections: Student Account Message Center, Manage My Student Account (with a TMS/Afford button), and Account Info. The Student Account Forms section is highlighted, listing: Direct Billing Form, Employee Deferred Form, Employer Discount Form, Title IV Authorization Form (highlighted in yellow), Sworn Officer - Chicago Police Department, Sworn Officer, and 1098T.

FEDERAL FUNDS AUTHORIZATION FORM
www.lewis.edu/ffinaid

The use of this form is to change the electronic responses that were previously submitted to the Office of Financial Aid Services and Business Office utilizing your myLewis account. Read and answer each section carefully – an incomplete or incorrect submission will result in delays. All electronic communications from Financial Aid Services and Business Office will be sent to the student's official Lewis email account only.

Student's Last Name _____ First Name _____ ID Number _____

PLACE A CHECK NEXT TO YOUR RESPONSE FOR EACH QUESTION.

I authorize Lewis University to pay non-institutional charges with my Title IV fund (e.g., Pell Grant Direct Loans) for the current academic year:
 A Authorize
 B Do Not Authorize

I authorize Lewis University to pay prior year institutional charges with my Title IV funds (e.g. Pell grant, Direct Loans) up to \$200
 A Authorize
 B Do Not Authorize

I authorize Lewis University to hold any excess Title IV funds (Pell grant, Direct Loans) for future charges:
 A Authorize
 B Do Not Authorize

Signature: _____

By signing this form I understand that the above responses will remain in effect for the duration of the academic year at Lewis University and that any of my responses may be changed at any time through completion of another Federal Funds Authorization Form.

Student Signature _____ Date _____

Office of Financial Aid Services | 1 University Place | Normalville, IL 60446 | 615.856.5255 | Fax: 615.856.5135 | finaid@lewisu.edu

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.

BURSAR OFFICE CONTACT INFORMATION



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 call/video chat using the above alphabet-based emails.

MAIN CONTACT DURING SCHOOL YEAR...

815-836-5210

businessoffice@lewisu.edu





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