BURSAR OFFICE

New Student Orientation
Winter 2021/2022
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.
Can I Give Someone Else Access To My Bill?

- Yes, visit Nelnet Student Account Platform and Add Authorized Party.
• 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?
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- 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” if anticipating a refund prior to the end of the academic year.
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.
Please use your last name to contact the following...

<table>
<thead>
<tr>
<th>Alphabet</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
<td>Myra Benavides</td>
<td><a href="mailto:benavimy@lewisu.edu">benavimy@lewisu.edu</a></td>
</tr>
<tr>
<td>G-L</td>
<td>Jackie Reilly</td>
<td><a href="mailto:reillyja@lewisu.edu">reillyja@lewisu.edu</a></td>
</tr>
<tr>
<td>M-R</td>
<td>Karen Lukes</td>
<td><a href="mailto:klukes@lewisu.edu">klukes@lewisu.edu</a></td>
</tr>
<tr>
<td>S-Z</td>
<td>Pam Maciulewicz</td>
<td><a href="mailto:maciulpa@lewisu.edu">maciulpa@lewisu.edu</a></td>
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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