

Tuition Invoices

Spring 2012 Tuition Invoices – most recently updated 12/06/11

Students have been notified via an email to their BU email accounts that the invoices are ready to view online in [ISIS](#) (ISIS Log on page) and are **due by January 6, 2012. Bills will NOT be mailed!** These online invoices are acceptable and valid for all billing needs.

To View and Print your Invoice – what you see when you log into [ISIS](#) is just a summary of charges, not your actual invoice.

1. Log into [ISIS](#), using your HuskyID and password (same as your email login and password). Click on the **Student Center** link. (Password issues – call HELP Desk at (570) 389-4357.
2. Below that is the **Finances Section**. Using the drop down box, select the option needed.
 - a. **Charges Due** – Takes you to the invoice details, scroll down to see the invoices prepared for you.
 - i. Click on the Print Invoice Link – select the most recent invoice and it will open in a new window as a pdf document.
 - ii. Invoice shows Prior Balance, Current Activity, Accepted Financial Aid and Balance Due.
 1. Prior Balance – may be a balance due from a prior invoice in the current semester or an outstanding balance due from a prior semester.
 2. Current Activity – shows a listing of tuition, fees, housing and meal plan charges.
 3. Accepted Financial Aid – aid that has been accepted by the student. The student must accept the aid before it will be disbursed. Grants and scholarships are automatically accepted but Federal Direct Student Loans must be accepted by the student.
 - b. **Pending Aid** – This shows the Accepted Financial Aid that the student can expect to be processed for any semester. If you are expecting aid that is not showing in this area, then you should contact the Financial Aid office to see what outstanding items may be needed in order for aid to be certified, or what your options are to apply for aid. (570) 389-4279 or [Financial Aid](#)
 - c. Common ERROR - [ISIS](#) offers you the chance to view your bill, view transcripts and make payments online, among other things. Some of these cause a new window to open. This is also called a Pop-Up Window. Some browsers are configured to block the Pop-Up windows. If you do not get the results you expect please check for a pop-up blocker on your browser. You **NEED** to **ALWAYS accept** Pop-Ups from the [ISIS](#) site in order to proceed with these items.
3. Payments can be made online in [ISIS](#) (e-check for free – unless returned as insufficient funds or un-locatable account) or credit card for a non-refundable convenience fee of

2.75% (MC, Discover or Amex – sorry, no VISA). Checks or money orders may be mailed to the Bursar Office. Our office can only accept checks, money order and cash in person.

4. Financial Aid questions should be directed to their office (570) 389-4279 – aid will only show once aid has been accepted by the student. Aid will only disburse once such agreements are in place such as MPN's (Master Promissory Note), Entrance Counseling session or scholarship notices are received. Loans take time to process, do NOT wait to apply for them if needed. If aid has not been accepted and does not appear on your account, it will not be counted towards satisfying your obligation.
5. Students will not be allowed to schedule for the next term if their account is not paid in full. Any portion you owe must be paid or we must see a valid and current payment plan in place with Tuition Pay with an amount sufficient to cover the bill, or aid amounts showing ON the account to cover the bill, **anticipated aid that is not showing in [ISIS](#) is NOT counted by the Bursar Office.**
6. Spring 2012 **Refunds** – These will be issued no sooner than Feb. 6 or 7, 2012. Refunds are only issued to accounts once they are over-paid, not based on anticipated aid. Once the refund date becomes more firm, we will update this site. Payments for off campus housing should be made independently, we cannot refund sooner for any reason.