Tuition Invoices

Spring 2023 Tuition Invoices – Invoiced 11/24/2022

Students have been notified via an email to their BU email accounts that the invoices are ready to view online in MyHusky . Spring 2023 are **due by January 23, 2023**. ***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 MyHusky is just a summary of charges, not your actual invoice.

1. Log into MyHusky, 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. From your dashboard, select **Finances** and **Charges Due/Invoices.** Scroll down until you see the heading **Invoices Due**. Select **Print Invoice** to view the selected invoice. You must allow pop-ups in your web browser setting. If it does not open up the invoice for you, sometimes holding down the control key while clicking on **Print Invoice** will allow pop-ups.
3. Invoice shows Prior Balance, Current Activity, Accepted Financial Aid and Balance Due.
4. Prior Balance – may be a balance due from a prior invoice in the current semester or an outstanding balance due from a prior semester.
5. Current Activity – shows a listing of tuition, fees, housing and meal plan charges.
6. 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.
7. 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
8. Common ERROR - MyHusky 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 MyHusky site in order to proceed with these items. To make an online payment, you must also allow session cookies.
9. Payments can be made online in MyHusky (e-check for free – unless returned as insufficient funds or un-locatable account) or credit card for a non-refundable convenience fee of 2.85% (MC, Discover, VISA or Amex). Checks or money orders may be mailed to the Student Billing Office. Our office can only accept checks, money order and cash in person. Checks should be made payable to “Commonwealth University of PA”.

10. Financial Aid questions should be directed to their office (570) 389-4279 – aid will only show once aid has been accepted by the student. Financial aid will only disburse if the MPN (Master Promissory Note), Loan Entrance Counseling and EREG (Confirmation of Attendance) have been completed. 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.
11. 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 current MyHusky Payment Plan in place 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 MyHusky is NOT counted by the Student Billing Office.**
12. **Spring 2023 Refunds** – Refunds from Direct Loans, Pell and Alternative (Private) loans will be issued no sooner than February 6, 2023. Students must complete their financial aid and verification documentation, if required, before financial aid will be disbursed. Refunds are only issued to accounts once they are over-paid, not based on anticipated aid. Payments for off campus housing should be made independently, we cannot refund sooner for any reason.