

Tuition Invoices

Winter 2022 Tuition Invoices – Invoiced 11/14/2022

Students have been notified via an email to their BU email accounts that the invoices are ready to view online in [MyHusky](#) . Winter 2022 invoices are **due by December 12, 2022**. ***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.
 - a. **Pending Aid** – Winter 2022 does not have financial aid specifically for winter under most circumstances. If you have excess spring 2023 financial aid and you would like to have it applied to your winter balance due, please notify the Student Billing Office at 570-389-4013 or studentbilling@bloomu.edu. 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](#)
 - b. 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.
6. 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. Please make checks payable to “Commonwealth University of PA”.
7. 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.

8. 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 you must have pending aid for spring 2023 showing ON the account to cover the winter and spring bill. **Anticipated aid that is not showing in [MyHusky](#) is NOT counted by the Student Billing Office.**