

**All Spring 2010 Campus Connection charges are due on the first day of class: January 11, 2010**

- a. Verify that all charges on your Campus Connection Account are correct. To view your current charges in Campus Connection select Student Center > Student Account Detail
- b. Please visit <http://www.und.edu/dept/studentaccounts/html/tuitionrates.htm> for more information on Campus Connection Charges
- c. See Student Account Services' website for more information regarding payment of Campus Connection charges and important dates and deadlines: [www.und.edu/dept/studentaccounts](http://www.und.edu/dept/studentaccounts)
- d. A late fee of up to \$200 will be charged if Campus Connection charges are not paid in full by January 27, 2010. For more information on the late payment fee please visit <http://www.und.edu/dept/studentaccounts/html/billinginformation.htm#fees>.

**Payment Options**

- a. Pay online through Campus Connection
  - i. To pay online, log into your Campus Connection account and select **Campus Finances > View Statements/Pay Online Now**
  - ii. Online payments post to your Campus Connection account immediately
  - iii. Payment options include:
    - a. e-Check - paying by electronic check is FREE!
    - b. Credit Card and Debit Card (MasterCard, American Express, and Discover); there is a 2.75% convenience fee if paying by credit card or by debit card.
- b. Other payment options include:
  - i. Pay in person at Student Account Services with cash or check *only*. Must provide valid photo ID.
  - ii. Mail payment to UND Student Account Services, Twamley Hall, Room 204, 264 Centennial Drive Stop 8373, Grand Forks, ND 58202-8373.
- c. Payment Plans - For more information visit <http://www.und.edu/dept/studentaccounts/html/ams.htm>

**Complete all steps to ensure financial aid posts to your account in a timely manner**

- a. Check your Campus Connection account "To-Do list" and your U-mail to verify that you have completed all the required tasks to receive your financial aid.
- b. Contact the Student Financial Aid Office if your Anticipated Aid for the current term is less than your current term charges, and if you will be unable to pay the difference by January 27, 2010.
- c. If the number of credits you are enrolled in changes, your anticipated aid amount may be revised. This may result in a change to the amount you must pay by January 27, 2010.

**Choose your Refund Preference using your UND Pride Card**

- a. DO NOT THROW AWAY YOUR UND PRIDE CARD. Students will need the UND Pride Card to select their preference for receiving their excess financial aid and other refunds. The UND Pride Card is mailed to your HOME address in Campus Connection.
- b. Choose your refund preference using your UND Pride Card by going to: [www.undpridecard.com](http://www.undpridecard.com)  
Refund options include:
  - 1. Direct Deposit to your existing bank account
  - 2. Deposit to a "OneAccount" with Higher One
- c. For more information, please visit our website at [www.und.edu/dept/studentaccounts](http://www.und.edu/dept/studentaccounts) or visit [www.undpridecard.com](http://www.undpridecard.com)
- d. If you fail to make a refund preference selection, there will be a significant delay in the processing of your refund. Please refer to <http://www.und.edu/dept/studentaccounts/html/pridecardfaqs.html#refund> for additional information.

## Claim your U-mail Account

- a. U-mail is the official means of email communication at UND; don't miss out on important information
- b. To claim your account, go to <http://www.itss.und.edu/email.html>
- c. If you prefer to use another e-mail account, you may forward your U-mail to your preferred email account. Log into U-mail, select Options, select Forward Mail, and enter your preferred email address. Be sure to select the "don't leave a copy on the server" option so that your U-mail account does not exceed its storage limit.

## Update/Verify your HOME Address in Campus Connection

- a. It is very important that your contact information in Campus Connection is correct
- b. Your UND Pride Card will be mailed to your HOME address in Campus Connection > Student Center  
*Please note: Updating your address in Campus Connection will not update your address with Higher One (OneAccount); updating your address with Higher One will not update your address in Campus Connection.*

## Authorize your family members to be Authorized Users to your Campus Connection Account

- a. An Authorized User is able to:
  1. View your account activity online
  2. Make online payments toward your account
  3. Receive monthly E-bill reminders for any month in which there are charges
- b. Navigation for student to assign an Authorized User:
  1. Campus Connection:  
**Campus Finances > View Statements/Pay Online Now > Authorized Users**
  2. Once in the online payment system, select the "Authorized Users" tab and follow the steps to add an authorized user
  3. Be sure that you give your Authorized User the last four digits of your student ID#. They will need this for verification purposes when they log in

## Submit a FERPA Privacy Release Form

- a. This form allows those designated by you to be able to discuss financial information to a limited degree if they call Student Account Services
- b. It does not, however, allow us to give specific financial information associated with your account over the telephone.
- c. If you've completed the "Authorized User" process in Campus Connection, you do not need to complete a FERPA form for the authorized user to obtain financial information - they will have direct access!

### Spring 2010 Student Finance Calendar

January 11, 2010:	All Spring 2010 Campus Connection charges due
January 21, 2010:	Last day to withdraw from all regular academic session enrollment and receive a 100% refund of tuition and fees; last day to receive a refund for dropped classes
January 25, 2010:	Financial Aid Disbursement begins
January 27, 2010:	Last day to: pay and avoid a late fee; enroll in UND's Monthly Payment Plan; request UND bill a 3rd party for current term charges
February 10, 2010:	Last day to apply for ND Resident Tuition Rate
February 22, 2010:	Last day to withdraw from all regular academic session enrollment and receive a 75% refund of tuition and fees; there are no refunds for dropped classes at this time
February 25, 2010:	Student Financial Aid Deferment Exceptions Expire; last day to pay and avoid a late fee of up to \$200 for those students previously granted deferments
March 25, 2010:	Last day to withdraw from all regular academic session enrollment and receive a 50% refund of tuition and fees, there are no refunds for dropped classes at this time
March 26, 2010:	Partial Refunds for withdrawal from UND no longer available

Student Account Services  
264 Centennial Drive Stop 8373  
Twamley Hall, Room 204  
Grand Forks, ND 58202-8373

**Office Hours:**  
Mon, Wed, Thurs, Fri: 8:00am - 4:30pm  
Tuesday: 9:00am - 4:30pm

Phone: 701-777-3911  
Fax: 701-777-6300

studentaccounts@mail.und.edu  
**und.edu/dept/studentaccounts**