

# UNDERGRADUATE PAYMENT INSTRUCTIONS

## QuikPAY for Students

- Fall 2009 bills are available to view online. Notification of the electronic bills have been sent to the student's OIT email account. **The Umass Amherst campus will no longer be sending paper bills.** QuikPAY is our new system for all students to view and/or pay their bills online and it is the preferred method of payment. To access QuikPAY students should go to their Student Center in SPIRE and then click on "View/Pay Bill" in the Finances section, located below the classes that the student is currently enrolled in.

## QuikPAY for Parents and Guardians

- Students can set up parents and other individuals as QuikPAY Authorized Payers through SPIRE. Students will input the payer's email and assign a temporary password. Authorized Payers will receive an email with their login name and after signing in with the password provided by the student they can select a new password for future use. Each billing cycle the payers will receive an email notifying them that the bill is available through a link in the text of the message. Go to [www.umass.edu/bursar](http://www.umass.edu/bursar) for details. Please be advised that QuikPAY and FERPA have their own separate authorizations/access codes.

## FERPA

- The Family Educational Rights and Privacy Act is a federal law protecting the confidentiality of your student records. In compliance with FERPA, Umass Amherst must have the student's written permission to release information from his/her records. You can provide permission by filling out a FERPA privacy waiver online. Completing the waiver will allow whomever you designate to communicate with the University about your bill, financial aid, and housing. You may edit your FERPA waiver at any time to change or eliminate your designees. The FERPA privacy waiver is limited to two categories of information: finances and housing. It does not allow your designees access to your academic information (such as your grades). Fill out the FERPA Privacy Waiver through SPIRE; navigate to Student Home → Holds & To Do's → FERPA Privacy Waiver. Please note: In order to talk to your parents, you must FERPA authorize them and they must provide their access code when calling.

## Billing and Payment Information

- Online payment through QuikPAY is the preferred method of payment.
- Checks or money orders should be drawn on a US bank and made payable to the University of Massachusetts.
- Put your name and student ID number on all checks, money orders, correspondence, and documents to ensure proper credit.
- All inquiries and payments of cash, checks, or money orders may be made at the Bursar's Office Teller Windows, Monday-Friday from 9:00AM-4:00PM in Room 225 Whitmore Admin. Bldg.
- All bills are due in full by the due date shown; unpaid balances are subject to a \$50 late fee.
- Any check returned or refused by your bank will result in a \$25 charge.
- Additional information regarding your bill, including fee schedules, explanation of fees, billing credits, tax benefits, etc. may be found on the Bursar's Office website at <http://www.umass.edu/bursar/>.
- Information regarding Continuing Education classes and charges can be obtained from the CPE Business Office at (413) 545-0337 or [busoff@contined.umass.edu](mailto:busoff@contined.umass.edu).

## Excess Express Information

Excess/refund monies may be available for distribution on the first day of classes. The Bursar's Office will be depositing funds to the students' bank accounts through direct deposit. All students should obtain a bank account at any U.S. bank and sign up for Excess Express through SPIRE. Students will be notified via email to their official OIT/UMAIL account that a disbursement has been processed. All banking information is stored in a secure manner on the SPIRE system.

## Payment Plans

A structured payment plan is available through Tuition Management Systems. For more information call 1-888-216-4258 or (401) 849-1550 (Outside the U.S.) or visit [www.afford.com/umassamherst](http://www.afford.com/umassamherst). The due date for Fall 2009 TMS enrollment is **August 12, 2009**.

## Student Health Insurance Plan

If you are eligible to waive the Student Health Insurance Plan, visit <http://spire.umass.edu> for a link to the Online Waiver Process. The waiver deadline is **10/24/09**. Visit [www.umass.edu/uhs/](http://www.umass.edu/uhs/) for additional information about Health Plan coverage. Should you experience any problems with the online waiver, contact Health Services at (413) 577-5192. If you do not waive the student health insurance for **Fall 2009** by **10/24/09**, **you may not waive it for Spring 2010 semester** unless Spring 2010 is your first semester. The Student Health Fee is a mandatory fee and cannot be waived. **If the insurance is not waived by 10/24/09, Health Services will not accept any petitions or appeals beyond this waiver deadline.**

## Mass Pirg and Child Care Waivers

Mass Pirg and Child Care fees can now be waived online. Log on to SPIRE. On your Student Center, click the Mass Pirg/Child Care Waiver link under the Finances heading.

**PLEASE BE ADVISED THAT, UNDER MGL C.7A, C.62D AND 815 CMR 9.00, ANY UNPAID BALANCES MAY BE SUBJECT TO LATE CHARGES AND PROCESSING FEES, INTERCEPT OF STATE PAYMENT OR TAX REFUNDS AND REFERRAL TO COLLECTION AGENCIES.**

