OFFICE of the BURSAR

Electronic Student Account Access

The Bursar’s office uses electronic billing and provides student account information to students and parents through Union College Self Service. Student access to Self Service is through its WebAdvising student menu. Billing and payment information is updated hourly, daily and weekly.

Students should grant their parents access to their Self Service account so both students and parents receive email alerts about billing and payment due dates. Parents granted access can log into Self Service Portal at any time to view billing material from the current or previous academic terms. For more detailed information, please visit our website at union.edu/bursar.

<table>
<thead>
<tr>
<th>STUDENT CHARGES</th>
<th>ANNUAL</th>
<th>TRIMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Fee Total</td>
<td>$76,857</td>
<td>$25,619</td>
</tr>
<tr>
<td>Off-Campus Housing Rebate</td>
<td>$7,533</td>
<td>$2,511</td>
</tr>
<tr>
<td>Off-Campus Board Rebate</td>
<td>$5,544</td>
<td>$1,848</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>$1,959</td>
<td></td>
</tr>
</tbody>
</table>

(Charged in the fall, can be waived by domestic students only)

All other charges, such as International Program fees, mini-term fees, bookstore and health service charges, and any additions to declining balance meal plans are billed on actual usage and are due within 30 days.

TUITION REFUND INSURANCE

Union College has partnered with GradGuard to make available tuition refund insurance coverage. For more information please visit GradGuard.

Payment Options

CHECKS (PAYABLE TO UNION COLLEGE)

Union College
Bursar’s Office
807 Union St.
Schenectady, NY 12308

Please include the student ID # on the check.

DIRECT ELECTRONIC FUNDS TRANSFER (EFT) (U.S. BANK ACCOUNT)

Using a personal checking or savings account, U.S. bank accountholders can use the Cashnet payment portal to make an electronic payment to Union College.

commerce.cashnet.com/union377

CREDIT CARD

Using the Cashnet payment portal, you can pay using your credit card. Please know there is a fee for this service paid directly to Cashnet at the time of the transaction.

commerce.cashnet.com/union377

MONTHLY PAYMENT OPTIONS

Union College offers payment plans that cover the entire year. Visit our webpage to review all monthly payment plan options. All payment plans end on April 1. Cashnet charges a $45 application for this service. No interest is charged for making monthly payments.

Enroll online at: commerce.cashnet.com/cashneti/paymentportal/login.aspx

FLYWIRE (INTERNATIONAL TRANSACTIONS)

International students: Pay at your local bank, in your home currency, with no wire or bank transfer fees, and receive a lower exchange rate using Flywire. This payment portal is the preferred method of payment for all international transactions. Once an account is set up with Flywire, students can conveniently use their account to pay and receive refunds for Union College.

QUESTIONS?

For more information:

VISIT: union.edu/bursar
EMAIL: bursar@union.edu
FINANCIAL AID

Financial aid is applied to student accounts after the necessary documentation has been submitted, verified, and the student has accepted the aid.

If your award(s) is shown as "currently ineligible" on the student statement after the trimester has begun, please contact the Financial Aid Office to resolve the issue.

More information is available at: union.edu/financial-aid-family-financing

DIRECT DEPOSIT

Students who work on campus may have their bi-weekly earnings deposited directly to a domestic bank account. To enroll, download the form and instructions from union.edu/finance/payroll or visit the Payroll Office, second floor in McKean House.

BANKING SERVICES

There is an ATM machine located in the Reamer Campus Center, which is owned and operated by Bank of America.

Union College Telephone Numbers:
A Quick Reference

<table>
<thead>
<tr>
<th>TYPE OF BILLING</th>
<th>BILLING DATE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Fee: Fall Term</td>
<td>July 13, 2021</td>
<td>Aug. 13, 2021</td>
</tr>
<tr>
<td>Comprehensive Fee: Winter Term</td>
<td>Nov. 16, 2021</td>
<td>Dec. 17, 2021</td>
</tr>
<tr>
<td>Comprehensive Fee: Spring Term</td>
<td>Feb. 15, 2022</td>
<td>March 18, 2022</td>
</tr>
</tbody>
</table>

LATE PAYMENT POLICY

A late fee of $100 is charged for all late payments.

Students with an outstanding balance may not:
- pre-schedule classes for the next term
- apply to terms abroad
- request or receive transcripts
- receive degrees/diplomas

In extreme cases, students may be withdrawn from Union.