BURSAR INFORMATION

E-Mail: Bursar@shu.edu

Frequently Asked Questions: http://www.shu.edu/offices/bursar/faq.cfm
Student Financial Services Help Desk: 1-800-222-7183

- How to view and pay your bill
- How to waive your health insurance
- How to set your refund preferences (Title IV Authorization)
- How to view your 1098-T Tax Form
- Payment Plan Information
- Allow someone else to view/pay your bill
  - Add additional email addresses for billing notices

HOW TO VIEW & PAY YOUR BILL

We accept electronic checks & all major credit cards

- Log In to PirateNet: http://piratenet.shu.edu/ Click on the SHU Portal (or Pirate Adventure) & Click the Profile & Finances tab
- Under My Account – Click View & Pay My Account → Click View & Pay My Bill
- Here you can view eStatements, make payments, view account activity, view 1098T’s, set up payment plans, add authorized users, and more.
- Click Make Payment to pay the current amount due or change your payment amount.
- Select your payment method (electronic check or credit card) and click Select
- Complete the required payment fields & agree to the Terms and Conditions to make your payment
- You may print the receipt page for your records. You will also receive a confirmation email

HOW TO WAIVE YOUR HEALTH INSURANCE

If you are a full-time student you are automatically enrolled in the student health insurance plan. If you are covered under another plan and would like an exemption, you must electronically submit a waiver each academic year. DEADLINE TO WAIVE: Last Day of Add/Drop

- Log In to PirateNet: http://piratenet.shu.edu/ Click on the SHU Portal & Click the Profile & Finances tab
- Under My Account, or under Student & Financial Aid, click SUBMIT HEALTH INSURANCE WAIVER
- Follow the prompts and save the confirmation for your records
  For more information: http://www.shu.edu/offices/health-services/south-orange-insurance.cfm

HOW TO SET YOUR REFUND PREFERENCES

- Log In to PirateNet, Click on the SHU Portal, and Click ‘Profile & Finances’ tab
- In the My Account box, under Title IV Authorization – Click ‘Refund Authorization Request’ (If prompted with a Security Warning, click YES)
- You must select one option from each section
- Click ‘Submit REFUND AUTHORIZATION Request’
- Please note that this is a one-time process and your selections stay on file. You can change your prior selections at any time.

HOW TO VIEW & PRINT YOUR 1098T TAX FORM

Available each year by January 31st

- Go to www.shu.edu & log in to PirateNet
- Click on the SHU Portal
- Click on the Profile or Profiles & Finances tab
- Under Bursar Account → Click IRS Form 1098-T
- Enter desired tax year
  - Frequently Asked Questions: http://www.shu.edu/offices/bursar/irs-form.cfm
• PAYMENT PLAN INFORMATION

<table>
<thead>
<tr>
<th>TERM</th>
<th>PLAN</th>
<th>Installment Due Dates</th>
<th>Opens</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>7-Pay</td>
<td>April 2, May 2, June 2, July 2, Aug 2, Sept 2, Oct 2</td>
<td>Mar 15</td>
<td>Sep 1</td>
</tr>
<tr>
<td>SPRING</td>
<td>5-Pay</td>
<td>Nov 2, Dec 2, Jan 2, Feb 2, Mar 2</td>
<td>Oct 15</td>
<td>Feb 1</td>
</tr>
<tr>
<td>SUMMER</td>
<td>Not offered</td>
<td></td>
<td></td>
<td></td>
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</tbody>
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- Log In to PirateNet: [http://piratenet.shu.edu/](http://piratenet.shu.edu/) Click on the SHU Portal & Click the ‘Profile & Finances’ tab
- Under My Account – Click View & Pay My Account ➔ Click View & Pay My Bill
- Click on the Payment Plans tab

$50 enrollment fee per term. Plan installments are automatically calculated using plan total divided by remaining installment dates.

• ALLOW SOMEONE ELSE TO VIEW & PAY YOUR BILL

Follow these instructions to allow another person (parent, guardian, etc.) to access your Bursar account. Your authorized user will be able to view and pay your bill, receive your eStatements, set up payment plans, and receive Bursar notifications about your account. You can edit or delete your authorized users at any time.

- You can also use this function to add additional emails (personal, work, etc.) to receive your billing notifications. By default, your billing notifications are ONLY send to your name@shu.edu email account.

**FOR THE STUDENT:**
- Log into the SHU Portal: [http://piratenet.shu.edu/](http://piratenet.shu.edu/)
- Click on SHU PORTAL and the Profile tab
- Under My Account, click View and Pay my Account
- Click View and Pay My Bill (This will bring you to our TouchNet payment page)
- Under the My Profile Setup, click Authorized Users
- Enter their email address and select your preferences, then click Continue
  - Would you like to allow this person to view your billing statement and account activity?
  - Would you like to allow this person to view your 1098-T tax statement?
  - Would you like to allow this person to view your payment history and account activity?
- Agree to terms and you may print or click continue again.
- When you reach the confirmation page, you may add additional authorized users.
- Two e-mails will be sent to your authorized user from Bursar@shu.edu. They will need both of these to log in to view and pay your accounts statements.

**FOR THE AUTHORIZED USER:**
When a student grants you access, you will receive two e-mails. You will need information from each email to log in.

- Email 1: You Have Been Given Access [Contains your username]
- Email 2: Your Access Information [Contains your temporary password]

- Go to the Authorized Users Log in Page [https://secure.touchnet.net/C20188_tsa/web/login.jsp](https://secure.touchnet.net/C20188_tsa/web/login.jsp)
- Enter your email address and first-time password and click Login.
- Complete the authorized user profile setup and create a password you will remember.
- You now have access as specified by the student.
- Bookmark the login page for future use: [https://secure.touchnet.net/C20188_tsa/web/login.jsp](https://secure.touchnet.net/C20188_tsa/web/login.jsp)
- More Information [http://www.shu.edu/offices/bursar/billing-payment.cfm](http://www.shu.edu/offices/bursar/billing-payment.cfm)