



Student Accounts' Phone Line Hours

Monday through Friday  
8:45 a.m. to 4:00 p.m.  
Closed for Lunch 12:00 – 1:30

Student Accounts' Office Hours

Monday and Thursday  
8:30 a.m. to 6:00 p.m.  
Tuesday and Wednesday  
8:30 a.m. to 4:30 p.m.  
Friday  
8:30 a.m. to 4:00 p.m.  
Closed for Lunch 12:30 – 1:30

Cashier's Office Hours

Monday and Thursday  
10:00 a.m. to 5:30 p.m.  
Tuesday, Wednesday and Friday  
8:30 a.m. to 4:00 p.m.  
Closed for Lunch 1:30 – 2:30

*\*Hours are subject to change*

\*Night Depository is available under the cashier window for drop off outside normal business hours

*Summer Hours – June 9 – August 11, 2017  
Monday through Thursday 8:30 am to 4:30 pm  
Friday 8:30 am to 1:00 p.m., June 10 – August 12, 2016*

**Authorized Users** – Student Accounts representatives may only speak to the student, regarding student account details, unless an authorized user(s) is identified. To set-up an authorized user, log in to the student account online at [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts)

**Student Health Insurance** - All Full-Time Undergraduate Students are required to have health insurance. Students will be **automatically enrolled** in our Student Health Insurance Plan. If you have your own insurance and you wish to waive out, you are required to go on-line at [www.gallagherstudent.com/shu](http://www.gallagherstudent.com/shu)  
*Requests for waiver are accepted until September 5, 2017, only.*

**Tuition Insurance**

Sacred Heart University offers a Tuition Refund Insurance Plan from A.W.G. Dewar to extend and enhance the University's published tuition refund policy. For more information visit our website: [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts) or, A.W.G. Dewar's site: [www.collegerefund.com](http://www.collegerefund.com)

**Payment**

Students can pay tuition and other fees by cash in person or by check, in person or by mail. All payments must be made payable to Sacred Heart University. Returned checks will incur a returned check fee. Credit cards are not accepted.

Students with financial aid may want to enroll in a payment option for any remaining balance. When a student receives a billing statement, it is the student's responsibility to make sure that financial aid awarded funding is applied to their account. If estimated financial aid is changed or rejected, all balances become the student's responsibility. Questions regarding financial aid may be discussed with the Office of Student Financial Assistance located in Curtis Hall; the phone number is (203) 371-7980.

**Full Payment** - Students wishing to make one payment:

- Fall 2017 semester is due by July 1, 2017
- Spring 2018 semester is due by December 1, 2017

**Payment Plan** – Fall 2017, 5 month auto-calculated plan enrollment **open now** (Dates of payment: July 1 – November 1)

If a student does not enroll in the payment plan, "Full Payment" will be required by the due date.

If payment is not received, the account will be subject to interest charges (late fee) of .75% per month on the unpaid balances.

**Financial Clearance:**

- Student's account must be paid in compliance with the payment plan option selected.
- All balances must be paid in full in order for students to participate in registration.
- If estimated financial aid is changed or rejected, all balances become the signer's/student's responsibility.

**Release of Grades, Diploma, Employer Verification or Class Registration:**

Students must have **all** outstanding balances paid in full.

The University reserves the right to request all delinquent payments be made in the form of a bank check, certified check, or money order.

Visit the Sacred Heart University On-line Financial Services website –  
[www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts) where you can:

- View your student account activity in real time
- View/print billing statement
- Authorize someone (i.e. parent(s)) to speak with Student Accounts and/or access your account
- Make a payment / Set up a payment plan
- Waive health insurance
- View information regarding tuition insurance
- View all related instructions and/or Sacred Heart University's billing policy/procedure

#### **Student Account Financial Services login information**

- Student login information: University student network ID and password
- Authorized User(s) login information: login ID is set by student's activation of your access to the enhanced website
- Webpage: [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts)

#### **To authorize someone (i.e. parent(s)) to:**

- (a) Speak/Meet with Student Accounts representatives on your behalf
- (b) Access your student account online (to include viewing monthly billing statements)
- (c) Make a one-time payment online, or
- (d) Set up a payment plan

Student logs into their account online at [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts) , then:

- (1) Click on "Add New" in the "Authorized Users" box on the left side of the screen
- (2) Enter requested information
  - a. NOTE: the "Authorized User" field will be the authorized user's login ID, enter a unique name like first and last name of authorized user
  - b. Indicate authorizations by answering the questions presented, Click "OK"
- (3) Your authorized user(s) will receive a temporary password and activation instructions via e-mail
  - a. NOTE: There is no limit to the quantity of authorized users; repeat the noted process to add additional authorized users

#### **Payment in full:**

On-Line Payment methods –

- ACH (checking and savings accounts only – no fee)

Mailing address –

- Sacred Heart University  
Attn: Office of the Cashier  
5151 Park Avenue  
Fairfield, CT 06825

#### **Payment Plan:**

- The Monthly Payment Plan schedules an automatic electronic transfer of funds from your checking/savings account directly to Sacred Heart University.
- The amount of plan is determined by your balance due
- Fall scheduled payment dates: July 1, August 1, September 1, October 1 and November 1
- Payments are made by automatic checking/savings account withdrawal on the scheduled payment dates
  - The amount of each payment will be adjusted by the outstanding balance 48 business hours prior to the "scheduled payment date"
- Fall semester enrollment window is June 1, 2017 through August 30, 2017
  - Spring semester enrollment: November to January (additional information with Spring billing statement)
- Late enrollment is permitted however, missed payments must be paid upon enrollment  
Example: Enroll on July 15, 2017, the payment on this date will be one-fifth of the balance due on account plus the \$65 plan enrollment fee
- Enrollment in the Plan is completed on the Student Accounts website only by the student **or** the authorized user
- Only one payment plan is permitted per student, per semester
- A \$65.00 non-refundable payment plan fee will be automatically charged to your account upon enrollment.
- Visit [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts) to review the payment plan policy and payment schedule
- The Office of Student Accounts is available during our noted business hours for assistance