

## **\*\* STUDENT BILLING INFORMATION \*\***

Students view student billing statements online and can pay online through **UR ePAY**. An e-mail notification will be sent to the student's University of Rochester e-mail address each month when the statement is available to view.

### **HOW DO I RECEIVE MY BILL?**

When you receive your e-mail notification, log in to your Blackboard portal, <http://my.rochester.edu>, using your NetID. Click on **UR ePAY**, which appears on the left-hand side of the screen. **UR ePAY** is a full service eCommerce solution providing students with "24/7" access to view electronic billing statements (eBills) and remit secure web payments.

Click on "View Accounts" to see your current billing statement.

You can authorize a relative, guardian, spouse or sponsor to view your statements and/or pay your bills online by selecting "Authorized Payers" and following the instructions. Authorized payers must log into **UR ePAY** from the Bursar's Office website: [www.rochester.edu/adminfinance/bursar/](http://www.rochester.edu/adminfinance/bursar/). If an e-mail address has been provided, Authorized payers will also receive an e-mail notification when the billing statement is available to view.

**Students are responsible for viewing their billing statement online each month. Paper bills will not be sent. Electronic billing is the official method of billing.**

### **HOW DO I PAY MY BILL?**

You can pay online while you are in **UR ePAY**, by electronic check or credit card. Electronic check is a fast, free and secure method for you to pay your bill from any checking account without having to mail a check.

To make an electronic check payment using the payment screens, provide your routing and account numbers from the bottom of your check, and the amount you wish to pay. You will receive a receipt documenting the transaction for your records. Press the question mark on the PAYMENTS page if you need help locating the routing and/or account numbers, and you will see an example to assist you.

If paying by credit card, the **UR ePAY** vendor will assess a **non-refundable 2.75% convenience fee** for providing payment services. The **UR ePAY** vendor accepts Mastercard, Discover and American Express.

You may submit check payments by mail, if you prefer, or via wire transfer. All check payments must be in U.S. funds and drawn from a U.S. bank. Check payments should be mailed to the address listed below. **Wire transfer** instructions are found on our website: [www.rochester.edu/adminfinance/bursar/](http://www.rochester.edu/adminfinance/bursar/). Many international students find it is easiest to pay via wire transfer.

**Please Note:** Once a monthly statement has been posted in **UR ePAY**, new account activity will not be reflected until the next monthly statement is posted. **UR ePAY** is updated once each month when a new billing statement is generated. The current statement will not reflect recent payments or changes to your tuition & fees, financial aid, or payment amount until a new statement is generated.

Please contact our office with any further questions. Thank you.

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