

Financial Aid & the Bursar: Need to Know

RADFORD
UNIVERSITY

The Role of the Financial Aid Office at Radford University:

- Process FAFSA to confirm eligibility
- Award federal, state, institutional aid programs
- Process private education & Parent PLUS loans
- Disburse awards to the Office of Bursar

Complete & Submit a FERPA

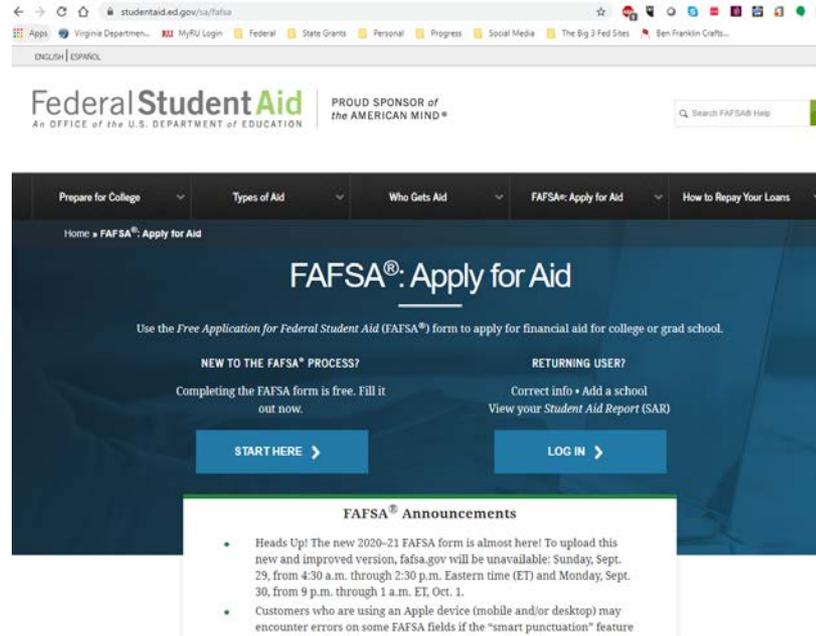
- RU Family Educational Rights and Privacy Act (FERPA) Policy
 - Radford University student record policies and practices are in full compliance with the Family and Educational Rights and Privacy Act (FERPA).

The University will not release information about a student from records, except directory information, to people (including parents) other than a specified list of exceptions without obtaining the written consent of the student.

- Full policy and form is found online – www.radford.edu/ferpa

What is the FAFSA?

- F – Free
- A – Application
- F – for Federal
- S – Student
- A – Aid



<https://fafsa.ed.gov>

If I haven't yet, can I do the FAFSA?

- Yes! We do have a priority deadline, but we continue to receive and process FAFSA's through out the year.
- Late applicants are still eligible to receive federal financial aid funds.

What Happens After I Submit the FAFSA?

- You receive your expected family contribution (EFC), which is what Radford University uses to determine what aid you are eligible to receive
- Radford University typically receives your FAFSA within a week of submission
- FAFSA will be reviewed by the Financial Aid Office



What is Verification?

- Selected by Department of Education upon initial FAFSA submission
- Verification is the process your school uses to confirm that the data reported on your FAFSA form is accurate.
- Your school has the authority to contact you for documentation that supports the information you reported
- Submit the documents we are requesting as soon as possible to prevent delays in your application review.



What happens when my FAFSA review is complete?

- You will receive a financial aid award notification electronically
- Online award system will outline eligibility for federal and state grants, loans, federal work-study, and scholarships
- If you have not received your Financial Aid award letter please contact the Financial Aid office today to check your account.
 - 540-831-5408

Types of aid included in your offer:

- Grants are free money that do not require repayment and are most often need based.
- Student loans are money that is repaid over several years-- typically after graduation, usually with interest.
- Student employment, such as part-time work-study jobs, which lets you earn as you learn.

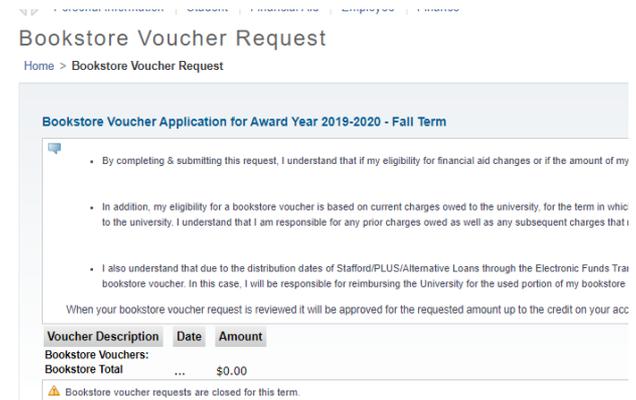
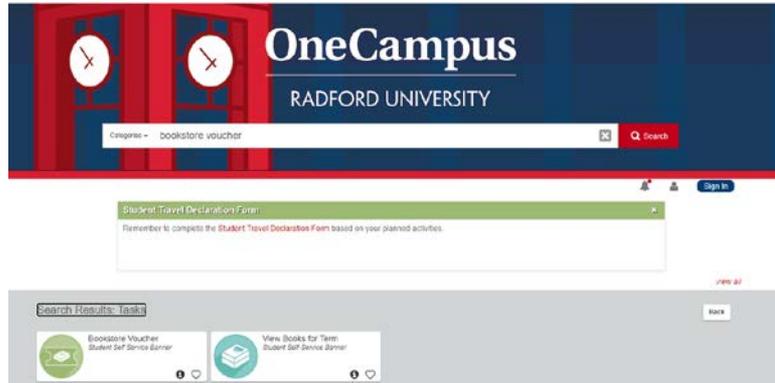


Other Payment Options

- Parent PLUS loans are loans taken out by the parent to help pay the education expenses.
- Private Education loans are loans taken out by the student to help pay the education expenses.

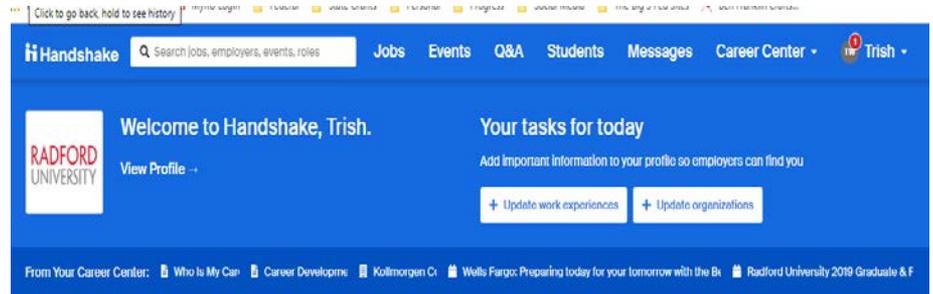
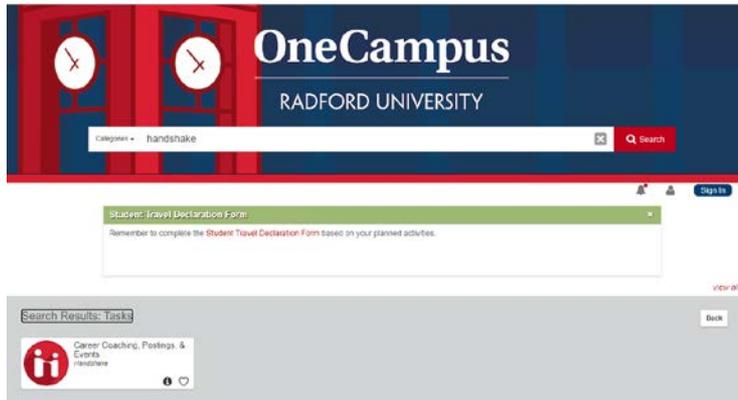
Bookstore Voucher

- If you are receiving excess funds (above your charges), your student can apply for a book voucher directly through their Radford portal.



Handshake App

- Students who were awarded work study are responsible for finding a job on campus.
- Students will need to look for a job through the Handshake app in the portal.



On-Campus Jobs →

Jobs at Radford

The Role of the Bursar's Office at Radford University:

- Billing
- Refunds
- Payment Plans
- Processing Payments

The Bill

- Semester Bills are sent electronically to all pre-registered students
 - Classes will be *cancelled* if payment in full is not received or covered by **January 28, 2021**.
 - Payment Options- Financial Aid and Payment Plan
 - Students access their account and make payments through the RU Portal
 - Parents/guardians have the same access by becoming an "Authorized Payer"
 - Payment Methods - cash, check, electronic check, or credit card (plus a 2.7% service fee)



Office of the Bursar
PO Box 6822
Radford, VA 24142
Phone: (540) 831-5417
bursar@radford.edu

Student ID: 900867539
Student Name: Happy Highlander

Semester:

Due Date: January 06, 2021
Amount Due: 4,529.00

Term	Date	Description	Charges	Credits	Note
		* PREVIOUS BILLED BALANCE *	10841.00	0.00	
SPRG21	04-Jan-21	E-Bill Generated	0.00	0.00	Z
SPRG21	31-Dec-20	Commonwealth Capital Fee	109.50	0.00	H
SPRG21	31-Dec-20	Mandatory Technology Fee	11.00	0.00	F
SPRG21	31-Dec-20	Mandatory Comprehensive Fee	860.00	0.00	Y
SPRG21	31-Dec-20	Tuition-Undergrad/Out-of-state	4894.50	0.00	
SPRG21	31-Dec-20	Science Lab Fee	35.00	0.00	
		* CURRENT BILLED BALANCE *	16751.00	0.00	
		--- AUTHORIZED FINANCIAL AID ---	0.00	0.00	
SPRG21		Highlander Distinction Schol.	0.00	2000.00	
		* FINANCIAL AID BALANCE *	0.00	2000.00	
		--- PENDING CREDITS ---	0.00	0.00	
SPRG21	08-Dec-20	Direct Sub Stafford Loan	0.00	1285.00	
SPRG21	08-Dec-20	Direct Unsub Stafford Loan	0.00	1427.00	
SPRG21	08-Dec-20	Sallie Mae Signature Loan	0.00	7500.00	
		** PENDING CREDIT TOTAL**	0.00	10222.00	

Z: IMPORTANT: Payment is due by Wednesday, January 6, 2021. Payment must be received by this date to avoid being charged a \$75.00 late fee and classes being dropped. Make checks payable to Radford University and mail to the address listed above. Please include your ID number on your check. You may pay online by eCheck, or by VISA, MasterCard, Discover, or American Express, for a 2.7% fee. Please contact the Office of the Bursar at (540) 831-5417 or bursar@radford.edu if you have questions.

H: This fee is a non-refundable mandatory fee for all non-Virginia residents required by the General Assembly for debt service on capital projects and for support of the Higher Education Equipment Trust Fund.

F: This fee covers costs for technology services provided to students.

Y: The Mandatory Comprehensive Fee supports student services and programs.

Please Cut Along the Line and Return the Portion Below with Payment



ID#: 900967769

Happy Highlander
123 Rocky Road
Almost Heaven, WV 25878

Term:
Due Date: January 06, 2021
Amount Due: 4,529.00
Amount Enclosed: _____

Tuition and Fee Rates (per semester)

In State Tuition		Out-of-State Tuition	
Tuition & Required Fees	\$ 5,983.00	Tuition & Required Fees	\$12,024.00
Housing	\$ 2,747.50	Housing	\$ 2,747.50
Meal Plan	\$ 2,112.50	Meal Plan	\$ 2,112.50
Total Tuition, Fees, Room and Board	\$10,843.00	Total Tuition, Fees, Room and Board	\$16,884.00

- Housing and Meal Plan rates are based on Standard Double Room & Flex Meal Plan, Pending Board of Visitors approval

Viewing your Student's Account Online

1

Log into OneCampus



The screenshot shows the OneCampus login page for Radford University. It features a red header with the university name and a 'Secure Login' label. Below the header are two input fields: 'Username' and 'Password'. A 'Login' button is positioned at the bottom center of the form.

2

Click on Categories then Finances



3

To view the account, choose the Account Summary



The Quikpay Site

On this site you can:

- View and pay your student account charges
- Set up an Authorized Payer
- Set up a Payment Plan

RADFORD UNIVERSITY

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Message Board

Welcome to the *QuikPAY[®]* system. Through *QuikPAY[®]*, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

Authorized Payer

An authorized payer is someone other than the student that needs access to the online account to view the bills and make payments. **This access is separate from the FERPA***.

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Authorized Payer Information

Authorized Payer's Full Name*:

Authorized Payer's Email*:

Confirm Email*:

Create Login Name*:

Save **Cancel**

Viewing your Student's Account Charges:

Click on View & Pay Accounts to see the current balance.
To view the details, click on the "View Account Details" (in red).

The screenshot displays the 'View & Pay Accounts' section of a student portal. On the left is a red navigation sidebar with the following items: Message Board, Payment Profiles, Authorize Payers, User Preferences, View & Pay Accounts (highlighted), Transaction History, Payment Plan, and Messages. The main content area is titled 'View & Pay Accounts' and features a light blue banner with the text 'Did you know that you may be eligible for a payment plan?' and a red button labeled 'Sign up for a Payment Plan'. Below this, there are four primary account categories, each with a blue header and a red 'Pay' button:

- Student Account Charges:** Includes a red 'View Account Details' link. The 'Current Activity' section shows a 'Current Balance' of \$2,827.00 and a 'Latest Statement' link. A red 'Pay Student Account Charges' button is at the bottom.
- Graduate Studies Seat Deposit:** Includes a red 'Pay Graduate Studies Seat Deposit' button.
- Undergraduate Tuition Deposit:** Includes a red 'Pay Undergraduate Tuition Deposit' button.
- Study Abroad Deposit:** Includes a red 'Pay Study Abroad Deposit' button.
- University Housing Deposit:** Includes a red 'Pay University Housing Deposit' button.

The “**Current Activity**” is the most up-to-date version of the account and the best place to:

- Monitor the account to make sure expected financial aid funds and outside payments such as scholarships, 529 plans, etc. are listed as either pending or actual payments.
- Verify refund dates and amounts.

Student Account Charges Details
Make a Payment

\$ **Current Activity**
Current Activity Details

Current Balance: \$0.00

📄 **Latest Statement**
Statement Details | View PDF

Statement Billing Date: January 04, 2021

Statement Due Date: January 06, 2021

Current Activity
Statement History

This information is accurate up to Thu, Jan 7, 2021 at 4:28:18 PM, EST

Student ID: 900123456

Student Name: Rowdy Red

Current Balance: 0.00

Print

Current Activities

Activity					
Term	Date	Description	Charges	Credits	Note
Spring 2021	01/05/2021	Cashiers Check 6874401240		5,708.00	
Spring 2021	01/04/2021	E-Bill Generated	0.00		
Spring 2021	01/02/2021	Mandatory Technology Fee	2.00		
Spring 2021	01/02/2021	Mandatory Comprehensive Fee	431.00		
Spring 2021	01/02/2021	Tuition-Undergraduate In-state	1,000.00		
Spring 2021	01/02/2021	Mandatory Technology Fee	-2.00		
Spring 2021	01/02/2021	Mandatory Comprehensive Fee	-431.00		
Spring 2021	01/02/2021	Tuition-Undergraduate In-state	-1,000.00		
Spring 2021	12/15/2020	E-Bill Generated	0.00		
Spring 2021	12/09/2020	E-Bill Generated	0.00		
Spring 2021	12/07/2020	Mandatory Technology Fee	29.00		
Spring 2021	12/07/2020	Mandatory Comprehensive Fee	1,718.00		
Spring 2021	12/07/2020	Tuition-Undergraduate In-state	3,961.00		

Payments

You may pay your account online with an e-Check or Credit Card.

- **e-Check** is an electronic check which will draft your bank account.
 - No additional fees.
 - Must have the routing and account number of the checking or savings account that funds will be drafted from.
- **Credit Cards and Debit Cards**
 - American Express, Discover, MasterCard and VISA
 - 2.7% service charge calculated based on the payment amount.

You may also **mail your payment or pay in person**. We accept cash, check and credit cards. Again, if you choose to pay by a credit or debit card, even in person, a 2.7% service charge will apply.

Tuition Payment Plan

Advantages:

- Easy online enrollment
- Monthly payments
- Flexible payment options
- No interest

Payment Methods:

- e-Check
- Credit/Debit Card (2.7% service fee)

Cost to Participate:

\$45.00 nonrefundable enrollment fee per semester

Available Plans:

Plan	Payment Dates	Enroll By
4 Payment Plan	January - April 5	January 22, 2021
3 Payment Plan	January – April 5	January 28, 2021

Refunds

If financial aid overpays the student account, the student will receive a refund. The safest and fastest method to receive these funds is direct deposit. Students who opt to enroll in direct deposit will receive their refund within 2 to 3 business days vs. receiving a paper check in the mail (which could take up to 2 weeks for delivery).

The form to enroll in direct deposit is available on the Radford Portal and in our office.

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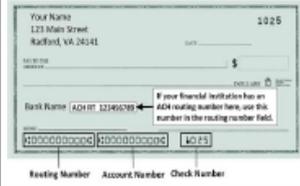
Office of the Bursar

Direct Deposit Enrollment Form

(For Excess Student Account Refunds)

You do not need to fill out a new form unless your account has changed

Student Name	RU ID#
Last First M.I.	
Mailing Address	
Street City State Zip	
Phone Number	Email Address

Financial Institution:	
Account Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Routing(ABA) #:	
Account #:	
**It is recommended you attach to this form a voided check or letter from your financial institution with the required routing number and account number for direct deposit. Your name and address must appear on the check or letter.	
<input type="checkbox"/> Are you currently or expect to be employed by Radford University?	

I hereby authorize and request Radford University to deposit my excess Student Account refunds and/or other reimbursements (net pay amount each payday) to my checking or savings account indicated above. I authorize, if necessary, debit entries and adjustments for any credit entries made by the university in error to my checking or savings account.

I understand that in the event Radford University notifies my financial institution that I am not entitled to funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I agree to notify Radford University immediately of any changes to this information so that my refund[s] may be properly distributed. This authority is to remain in full force and notification from me of its termination in such time and in such manner as to afford Radford University and the financial institution a reasonable opportunity to act on it.

Student Signature: _____ Date: _____

The completed form can be submitted by one of the following methods:

Online: [Secure Upload](#) Fax: 540-831-5501 Mail or in Person: P.O. Box 6922
Heth Hall, Fairfax Street
Radford, VA 24142

For Office Use Only: Date Entered: _____ Entered By: _____ Verified By: _____

Bursar Basics

Friendly Reminders

- Read all university emails
- Review student account information through the Radford portal
- Register parents/guardians as Authorized Payers
- Sign up for Direct Deposit
- Always keep your address and/or bank account information up to date with the university.
- Provide our office with documentation for any payments coming from a 3rd party

The Office of the Bursar

Contact Information

PO Box 6922
Fairfax Street, Heth Hall
Radford, VA 24142

Phone: 540-831-5417

Fax: 540-831-5501

Email: bursar@radford.edu

web address: www.radford.edu/bursar

Office Hours - Monday-Friday

Phones: 8:00am - 5:00pm

Windows: 8:00am - 4:30pm

Financial Aid Basics

Friendly Reminders

- Review and respond to all correspondence sent from the Office of Financial Aid (finaid@radford.edu)
- Review award information through the Radford portal
- Remind your student to complete a FERPA for those helping them pay for college. We can only discuss your student's account with individuals listed on their FERPA.
- Remind your student to file the FAFSA every year. The 2021-2022 FAFSA opened on October 1, 2020!

Financial Aid Office

Contact Information

PO Box 6905, Heth Hall

Phone: 540-831-5408

Fax: 540-831-5138

Text: 540-328-9360

Email: finaid@radford.edu

Web address: www.radford.edu/finaid

Office Hours - Monday-Friday 8:00am - 5:00pm

