# How to Read Your Billing Statement

Match the numbers on the sample statement with the key at the bottom of the page.

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**Key Guide**

1. Please check for correct name and address. Any required changes must be directed to the Registrar’s Office.
2. You can pay your bill, with a valid VISA, MasterCard, Discover or electronic check at this website.
3. This is the term for which you are being billed.
4. These are your charges for that specific term as of the billing date (#10).
5. These are the credits that will be deducted from your account. Please note that “anticipated aid” is not guaranteed; it is based on preliminary information at the time of billing. If you do not receive the anticipated aid, you are responsible to pay that amount in addition to the balance shown on this invoice.
6. This is the Two-Payment Plan option. If you sign #7 or elect this option on our website, you will be responsible to pay the first half of your bill by the due date on your statement (#11). See the reverse side of your actual tuition invoice for detailed information on the Two-Payment Plan.
7. You must sign here and send the required half payment and $60 fee to elect the two-payment option.
8. Total balance is the amount that you are responsible to pay by the due date (#11).
9. “Minimum payment” is the amount that is due if you elect the two-payment option.
10. This is the billing date; all activity on your invoice is as of that date.
11. This is the payment due date. To avoid late charges your payment should reach us by this date.
12. These important messages are specific to your account.
13. A summary of the University’s payment and refund policies is explained.
14. Questions about your bill or your financial aid? Please call us.