



BE LOUD. BE PREPARED. BE PROUD. **ORIENTATION 2014**

1. How Can I be set up to receive the Electronic Billing Notifications

Students need to set up an authorized payer if anyone else is helping them pay their charges. This will ensure any correspondence from the bursar's office is shared with the authorized payer via email.

INSTRUCTIONS TO SET UP PAYER

ACCOUNT:

1. [Logon to <ULINK>](#)
2. Select the "Student Services" tab
3. Under "Tuition-Fees-Payment Options" Select "Authorized Payer"
4. Select "Add an Email Address"
5. From the drop down box, select from one of the choices in the drop down box:
 - SF-PAYER1
 - SF-PAYER2
 - SF-PAYER3
 - SF-PAYER4
6. Enter Email Address
7. Select Save

Students may see their student account information at via their ULINK access.

IMPORTANT NOTE: Paper billing will only occur the first semester of a NEW Student's initial enrollment. ALL future enrollments billing notifications will be electronic.

2. How can I access my Students Financial Account information and how do I remit my payment electronically

A student does have the option allow to a person the option to review and remit a payment on a student's behalf. The student must provide that authorized person with their STUDENT ID and also their PIN.

INSTRUCTIONS TO SET UP PIN

1. Login into your [ULink account](#)
2. Click on Student Services Tab
3. Under the Personal Information heading, <Click on PIN>
4. Enter a 6-digit numeric PIN in the box.
5. Click Save.

By establishing a PIN, your student has now allowed a parent or other authorized individuals the accessibility to review a student's financial account and the ability to remit an electronic payment (e-Check or credit card payment). With this information you may use the **Make A Payment On-Line** electronic payment this payment portal on the Bursar Home Page at www.louisville.edu/bursar. If your student wanted to remove access, your student would simply follow the directions below to simply change their PIN.



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3. When is the Fall 2014 Due Date and do you offer any Payment Plans?

The DUE DATE FOR THE FALL 2014 is July 25, 2014. This amount is the difference between the TOTAL Tuition and Fees (including Housing and Dining) LESS the Fall 2014 Anticipated Financial Aid (Scholarships/KEES/Loans).

The difference is what would be paid or set up on a Payment Plan. The University does offer a CRPP (4 Payments) and STPP (3 Payments). The information on Payment Plans is available via the Bursar Home Page: www.louisville.edu/bursar.

4. How do I get Tax Form Information for IRA 1098-T?

Each Year at the end of January, UofL will provide the IRA 1098-T form (AMERICAN OPPORTUNITY (Hope) and LIFETIME LEARNING TAX CREDITS) which reports eligible tuition and fees and eligible financial assistance. These forms will be electronically delivered and a notification is sent to the student's official UofL Email address. The Electronic form is available for review and printing via the student's ULINK account, the student may access the Tax Credit Summary of Account for payments made to their account.

5. What is the MOST important WEB LINK FOR Students or Families?

Our website has answers to almost any account related questions on payment information, payment due dates, payment options, payment plans, tuition and fee information and other Campus Office web links. Below would be the web link and also our office contact and hours of operations information.

<http://Louisville.edu/bursar>

Office of the Bursar

Houchens Building, Room 101
Monday-Friday **9:00 a.m. - 5:00 p.m.**

Cashier In Office Payment Hours

Monday – Friday
9:00 a.m. – 4:30 p.m.

Contact Information

Office Phone: 502- 852-6503

Office Fax: 502.852.7032

Email: bursar@louisville.edu