ONLINE PAYMENT CONTRACT
BILLING INFORMATION

This information will assist you in estimating costs, the Online Payment Contract, Student Billing Statements, and will introduce you to your Student Services Personal Counselor.

PERSONAL STUDENT SERVICES COUNSELOR

Sue Drake, Director of the Student Services Center has been assigned as your personal counselor during your educational experience at PLU. Her email address is drakesm@plu.edu and her phone number is 253.535.7109. She will help you with your financial obligations to the university, financial aid award, student account, and e-Billing statements, etc.

REQUIRED ONLINE PAYMENT CONTRACT

BEFORE registering for classes, all students are required to complete an online payment contract each academic year. This must be completed before registration can take place. If you have not completed this requirement, follow the directions below:

♦ Select Banner Self Service banweb.plu.edu
♦ Enter Secure Area (Banner Web)
♦ Login with your PLU ID and PIN (found in your PLU Admission Acceptance packet)
♦ Select Student Services
♦ Select Payment Contract - Required Annually
  a) Agree to the Terms and Conditions
  b) Select a Payment Option (either Payment in Full or the Monthly Payment Plan)
  c) Select SUBMIT my Payment Contract
  d) Then, click on SUBMIT again.

NOTE: If you would like to change your payment option at a later date, contact the Student Services Center in writing.

e-BILLING

PLU has an electronic billing service for our students and you can add up to 3 additional email recipients. At the beginning of each month an e-Bill will be generated for all students who have activity of any kind on their student account. Students and their designated recipients will be sent an email with their current student billing statement attached. Check your student account at any time at: https://banweb.plu.edu.

Alternative Student email Address

If you would like your billing statement sent to an email address other than your PLU email address.

Additional Recipients to receive Your Billing Statement Electronically

If you would like someone else to receive your student billing statement electronically, please select this option. You can designate up to 3 recipients to receive a copy of your billing statement.

To add additional recipients go to: https://banweb.plu.edu

♦ Enter Secure Area (Banner Web)
♦ Login with PLU ID and PIN
♦ Select Personal Information
♦ Select Notifications and Preferences
♦ Select PLU Student e-Billing Delivery Selections
♦ Select Update e-Billing Delivery Preferences
♦ Select Yes
♦ Submit Response
ESTIMATING YOUR COSTS

To calculate your owing balance use the following information:

- 2014-2015 Cost Information and your PLU Offer of Financial Aid
- Take your tuition, fees and Health Insurance costs and subtract your scholarships.
- Due dates for your owing balance are listed in the following section.

TUITION AND FEES DUE DATES FOR 2014-2015

- The US Immigration and Naturalization Service requires that international students provide satisfactory evidence of adequate funds to meet their financial obligations while a student. When you entered the university through the Office of Admission, you verified that your financial resources would cover your educational expenses for each year you attend.
- Interest will be charged on all overdue account payments. The interest will not be removed.
- You may not wait for the currency exchange rates to change. Payment is still due on the dates listed below for all students attending PLU.
- If you have any problems with your payment, you are required to contact Sue Drake, Director of Student Services Center.
- If your account is not paid in full, on time, by the dates listed below, the University reserves the right to withdraw your current enrollment and/or any other subsequent semester/terms you are enrolled in.
- Your withdrawal then requires Pacific Lutheran University to terminate you from the Student and Exchange Visitor Information System (SEVIS), and you will be considered out-of-status by the United States Citizenship and Immigration Services (USCIS).

- **Maintaining F-1 Status**
  "It is extremely important for a nonimmigrant to maintain his or her status while in the U.S. Failure to maintain the terms and conditions of nonimmigrant status is a ground for removal from the US (deportation) under INA 237(a)(1)(C)(i)".

<table>
<thead>
<tr>
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<th>Due Date</th>
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<tbody>
<tr>
<td>Fall Tuition &amp; Fees</td>
<td>August 25, 2014</td>
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<tr>
<td>J-Term Fees</td>
<td>December 25, 2014</td>
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<tr>
<td>Spring Tuition &amp; Fees</td>
<td>January 25, 2015</td>
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HOW TO MAKE YOUR PAYMENT TO PACIFIC LUTHERAN UNIVERSITY

PLU uses a company called peerTransfer to help you save money on international exchange rates. It helps to eliminate hidden bank fees, saves on exchange rates, and has a 24/7 multilingual customer support system.

How to make your payment:

- Go to [www.plu.peertransfer.com](http://www.plu.peertransfer.com) to create a peerTransfer login and fill out your payment details.
- Follow the directions completely.
- Send your payment to peerTransfer and they will convert your currency to U.S. dollars and send the specified amount to PLU.
- Once PLU receives your payment, peerTransfer will send you a confirmation email.