



## INDIANA STATE UNIVERSITY

# PAYMENT INFORMATION

### SYCAMORE PAYMENT PLANS:

SINGLE PAYMENT PLAN	MONTHLY PAYMENT PLAN	VARIABLE PAYMENT PLAN
No sign-up required.	Sign-up required with Nelnet.	No sign-up required.
One payment per term, due the first day of classes.	Semester tuition and fees may be spread over 4 (or fewer) equal monthly payments, payable through Nelnet.	The amount and timing of payments, up to the final due date, are determined by each individual student.
No Fee.	\$40 non-refundable, per-semester, enrollment fee payable to Nelnet.	\$25 minimum/\$60 maximum per semester. <i>(Automatically assessed if there is a balance on the account as of the first day of classes.)</i>
Office of the Controller: 812-237-3535	Nelnet: 800-609-8056 <b>MyCollegePaymentPlan.com/IndianaState</b>	Office of the Controller: 812-237-3535

\*The University Board of Trustees reserves the right to change fees at any time in the future. The right to correct errors is also reserved.

### PAYMENT METHODS:

#### Online:

Payments can be made via the web in the Student Account Suite at **IndianaState.edu/payisu**. Online payments include electronic check (e-check/ACH), wire transfer, and credit/debit card. Students/payors choosing to pay with credit/debit cards using **domestic** MasterCard, Discover, Visa, JCB, or American Express will be charged a non-refundable, per transaction service fee of 3.00% of the payment amount (*minimum \$3.00*) by the third-party credit card processor. **International** MasterCard, Discover, Visa, JCB, or American Express will see a service fee of 4.25% (*minimum \$3.00*).

#### By Mail:

Send paper checks (*with University ID number*) payable to ISU:

Indiana State University  
Office of the Controller  
Parsons Hall P100  
200 North 7<sup>th</sup> Street  
Terre Haute, Indiana 47809

#### In Person:

Payment using paper checks or money orders may be brought to the Office of the Controller in Parsons Hall P100, Monday – Friday from 8:15 a.m. – 4:30 p.m. EST.

**NOTE: Outside scholarship payments may be brought to the Office of the Controller.**

#### Office of the Controller, Bursar Operations

Parsons Hall P100  
200 North 7th Street  
Terre Haute, Indiana 47809

1-812-237-3535 | Fax: 1-812-237-4532  
Email: ISU-Bursar@indstate.edu

## 529 PLAN PAYMENTS:

529 Plan payments made directly to Indiana State University by the plan administrator must be sent via check to the Office of the Controller. Please include the student's name and University ID number on the check to ensure it is applied to the appropriate account. Payments should be mailed at least 10 business days prior to the due date to allow for mail delivery and processing time.

## BILL DATES:

**Fall semester** schedule bills are posted into the Student Account Suite in July, with an initial due date of the first day of classes in August. **Spring semester** schedule bills are posted into the Student Account Suite in December, with an initial due date of the first day of classes in January.

Indiana State University does not mail bills to students but rather posts them in the Student Account Suite for review. The account suite is located at **indianastate.edu/payisu** and provides links for students and authorized users to log in. Authorized user access is different than Proxy access and must be set up by the student.

Below are steps on how students can grant authorized user access.

1. Log into the Student Accounts Suite via the MyISU portal or URL **indianastate.edu/payisu**
2. Click on "Authorized Users" under the My Profile Setup section
3. Click on "Add Authorized User"
4. Enter the email address of the authorized user
5. Select "Yes" or "No" radio buttons for the questions
6. Click Continue
7. Check the "I Agree" box
8. Click Continue

Authorized users will receive an email once they have access, along with a temporary password that is valid for 48 hours.

## DIRECT DEPOSIT SIGN UP:

Financial Aid (*federal and private loans, grants, internal scholarships, and waivers*) disbursements are typically applied to student accounts 10 days prior to the start of classes in accordance with financial aid regulations. A refund could be issued even though a balance is owed. It is the student's responsibility to pay all remaining fees, regardless of financial aid coverage. Student refunds are available via direct deposit or paper check.

**Paper checks:** Mailed to the mailing address on file with the University.

**Direct deposit:** Direct deposit sign-up may be completed by the student in the MyISU portal.



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