Student Billing Statement Information

Tuition Payment Information:

- Students can pay by check, credit card, ACH Debit or Payment Plan. Check payments should pay to the order of Saint Leo University and should include the student's student ID number. Checks should be sent to: Saint Leo University, PO Box 85001, Orlando, FL 32885-0167.
- Credit card and ACH debit payments can be made on eLion. Click on "Make a Payment" on the Student Billing Statement and follow instructions to complete the transaction.
- ***Payment Plan (COL Students Only):*** If you wish to enroll in the payment plan for the term you will need to sign up at https://www.eposasp.com/ebpp/validate.aspx?Customer=420.
  - Balance due for the term must be greater than $100.
  - Payment plan amount that will display when logging into the system will be the "Term Amount Due From Student" displayed on the electronic bill.
  - Payment plan account information is updated nightly therefore you will need to wait at least 24 hours from the time of registration to login and enroll in the payment plan.
  - When setting up a payment plan, you will use your seven digit student ID (includes leading zeros) as your login and your password will be your **Upper Case** first initial, **Upper Case** last initial and the last four digits of your SSN (e.g. West Winberry might be WW9523).
- ***Term Billing (COL Students Only):*** The electronic bill provides billing information for the current term only. Billing statements will be available for all terms beginning Summer 1 2008. If you have a balance due on the account prior to Summer 1 2008, please make payments directly to Bisk Education/University Alliance.
- *Payments:* Payments received will be applied to the oldest balance first, unless specified on the remittance by the student.

Financial Aid:

- All "Pending Financial Aid" is detailed at the bottom of the electronic bill and is included in the calculation of the "Term Amount Due From Student".
- If the "Total Term Amount Due From Student" is a negative number that means you can anticipate receiving a refund. Refunds are processed once you see an amount under "Financial Aid Transmitted". Federal Regulations require Saint Leo to process your refund within 14 days of the money being disbursed.
- Financial Aid will begin disbursing to your account after the add/drop date.
- You must be a matriculated student and all financial aid paperwork must be submitted for financial aid to be included as "Pending Financial Aid".
- If you have applied for Financial Aid but have not received a financial aid package, please refer to your eLion account (https://elion.saintleo.edu/) or call 1-800-840-7658 for assistance.
- For federal student loans to be included as "Pending Financial Aid" you must first accept your loans. Loans can be accepted through your Elion account (https://elion.saintleo.edu/). If you have not yet accessed Elion for the first time, you may find detailed instructions on how to do so by visiting www.saintleo.edu/portalaccess.

***Tuition Assistance or Third Party Sponsorships*:**

- Students should send their tuition assistance authorization/forms and or third party sponsorships by email, fax or U.S. mail directly to the attention of both Saint Leo University third party billing coordinators for processing.
- The third party billing coordinators are: Tanya Dadez (Tanya.dadez@saintleo.edu) and Gena Freese (gena.freese@saintleo.edu).
- The Third Party Billing fax number is 352-588-8445.
- U.S. Mailing Address: Saint Leo University-Center for Online Learning, Third Party Billing and Sponsorships, Post Office Box 6665 MC-2097, Saint Leo, Florida 33574-6665.
- Tuition Assistance will not be processed until after the drop/add period each term.
- If the Tuition Assistance is not reflected on your account after the drop/add period, please contact the Third Party Billing coordinators listed above.
- It is your responsibility to make sure that we receive and process your Tuition Assistance. Remember, if for any reason you are denied Tuition Assistance, you are responsible for the full balance on your account.

Tuition Reimbursement:

- The student must receive an approval letter/form from their human resource department. The approval letter/form should be sent before the start of the term to both of the following Third Party Billing coordinators via email, scan or fax. Their contact information is listed above.
- The third party billing coordinators must receive the student's approval letter/form, in order to receive the 45 day post term billing courtesy.
- Saint Leo University will bill the student directly for tuition charges. The students' tuition reimbursement agreement is a contract between the student and their employer. As a courtesy, Saint Leo University has agreed to defer billing for 45 days for those students who receive tuition reimbursement from their employer.
- If a student does not make the scheduled post term payment, he or she will be dropped from the next term.