How to Access and Read Your Bill

Your statement (eBill) is available in two formats- HTML and PDF. Students will access the statement by going to their HUB Student Center, under the Finances section and clicking on the “payment options” link. Upon doing this you have left HUB and entered the QuikPAY Message Board located within Nelnet Business Solutions.

Authorized payers will access the statement by logging into the Authorized Payer website: https://quikpayasp.com/buffalo/studentaccounts/authorized.do. For more information on how to become an Authorized payer please visit http://studentaccounts.buffalo.edu/billing/authorizedpayers.php

Payment plan participants will not receive an eBill as long as the payment plan is active. Payments are automatically deducted from the designated bank or credit card account on the dates listed in your contract. Account activity can be monitored in your HUB Student Center >Finances >My Account>Account Inquiry – Activity or in the QuikPAY Student Center Payment Options >View Accounts> Account Status.

The Student or Authorized Payer will be taken to the Message Board where you are welcomed to the QuikPAY system.

From there, click on the “View Accounts” link on the left side navigation bar.
Account Status
When you click the View Accounts link, you will automatically be taken to the Account Status screens.

NOTE: This screen is comparable to the Account Inquiry – Activity screen in HUB Student Center.

To see your statement (eBill), you must continue your navigation to “Statement History”. In the drop down box titled “Account Actions”, click on either “Statement History”.
Statement History
By clicking on “Statement History”, you will be taken to a similar screen as the one illustrated to the right. To view a specific statement, click on the icon related to the statement that is found under the “Detail” column.

Statement (eBill)
The statement as seen on the right, is in HTML format for viewing. You will see a PDF icon that you can click to open and view/or print a statement.
For demonstration purposes, the HTML statement has been broken down by sections A-F.

**Section A**
Section A contains your identifying information: name and student identification number (person number) career and term. In the upper right hand corner, you will find the date of your invoice and the date the payment is due.
Section B – Summary
Your statement includes a summary of the account activity for the period in time that the statement was generated.

- Prior Invoice Amount - represents any amounts that remain outstanding as of the last billing statement
- Charges, Adjustments, and Refunds - represent a summary of those transactions that have occurred for the period covering the invoice. See detail in section C
- Payments - represents a summary of any payments received and actual financial aid posted to your account for the period covering the invoice date. See detail in section D
- Anticipated Financial Aid - the summary includes an amount for any anticipated financial aid. This is aid that has not yet been posted to the student account. This amount is used to reduce the amount due. The detail supporting anticipated aid can be found in Section E.
Section C - Charges, Adjustments and Refunds Detail
Section C represents a detailed listing by item description of the following: term, date and amount of charges assessed to your account, any adjustments to the charges and any refund activity for the invoice period.

The Comprehensive Fee is presented as an individual charge on your statement. The fees that comprise the Comprehensive Fee are technology, athletic (undergraduate only), transportation, health service, campus life, college and transcript fee. The detail supporting the Comprehensive Fee can be found in your HUB Student Center >Finances >My Account>Account Inquiry – Activity or in the QuikPAY Student Center Payment Options >View Accounts> Account Status.

Section D – Payments Detail
Section D represents a detailed listing by item description of payments received and financial aid that has been posted to your student account for the invoice period. The detail supporting payments and posted financial aid can be found in your HUB Student Center >Finances >My Account> Account Inquiry – Activity or in the QuikPAY Student Center Payment Options>View Accounts> Account Status.

Section E – Anticipated Financial Aid Detail
Section E represents a detailed listing of anticipated financial aid that has not yet posted to your account for the current term. Anticipated aid reduces the overall amount due.
Section F – Student Specific Billing Messages

Section F will display timely messages of importance to you. Please be sure to look for and read the messages that appear on each statement.

Printing a Statement

The printable statement (link found in Section A) consists of the same sections as the HTML. The last page of the document includes additional information to assist you including:

- What forms of payment are accepted
- Online payment options and alternative payment methods
- Where and how to make payments
- SRC (Student Response Center) contact information

Printed statements are only available in QuikPay - the University no longer mails these to students.
For additional guidance for student account information, please also refer to the “View Financial Account – How To” guide at [http://www.buffalo.edu/hub/](http://www.buffalo.edu/hub/)

---

**Student Identification Number**: [Redacted]

**Invoice Date**: 07/20

**Invoice Number**: FALL UBFLCC0030000002

**Amount Due**: -$8,639.50

**Career**: UGRD

**Payment Due Date**: 08/26

---

**Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Posting Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Invoice Amount</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Charges, Adjustments and Refunds</td>
<td></td>
<td></td>
<td>$4,690.50</td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td>-$2,500.00</td>
</tr>
<tr>
<td>Anticipated Financial Aid</td>
<td></td>
<td></td>
<td>$11,639.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>-$8,639.50</td>
</tr>
</tbody>
</table>

---

**Charges, Adjustments and Refunds Detail**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Term</th>
<th>Posting Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Activity Fee</td>
<td>Fall</td>
<td>07/01/2015</td>
<td>$164.75</td>
</tr>
<tr>
<td>Academic Excellence Fee</td>
<td>Fall</td>
<td>07/01/2015</td>
<td>$187.90</td>
</tr>
<tr>
<td>Tuition NY State Resident</td>
<td>Fall</td>
<td>07/01/2015</td>
<td>$3,235.00</td>
</tr>
<tr>
<td>Comprehensive Fee</td>
<td>Fall</td>
<td>07/01/2015</td>
<td>$1,162.25</td>
</tr>
</tbody>
</table>

**Charges, Adjustments and Refunds Total**: $4,690.50

---

**Payment Detail**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Term</th>
<th>Posting Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment on Account - eCheck</td>
<td>Fall</td>
<td>07/23/2015</td>
<td>-$2,500.00</td>
</tr>
</tbody>
</table>

**Payment Detail Total**: -$2,500.00

---

***Get your refund faster! Enroll in Direct Deposit via the payment options link in your HUB Student Center.***

***You may have anticipated aid on your account at the time of billing, reducing your balance owed. If your anticipated aid is reduced or removed, you are responsible for the total amount of your charges by the due date.***
University at Buffalo
The State University of New York
Office of Student Accounts

Student Identification Number: [Redacted]
Invoice Date: 07/26/2015
Invoice Number: FALL UBFL00020000002
Amount Due: $8,839.30
Payment Due Date: 08/26/2015

Career: UGRD

Buffalo, NY 14201

Anticipated financial aid is aid that has not yet been posted to the student account. Your total amount due is calculated by taking your current balance and subtracting any anticipated aid. If the amount presented on the statement is different from your award package, please contact your Financial Aid adviser or email UBH-Aid@buffalo.edu. Federal Work Study will not show as anticipated aid or post to the student account.

If you become ineligible for an award, you no longer have anticipated aid and your outstanding charges are due. Do not wait for a revised bill, as failure to pay your balance may result in late payment fees and registration holds.

### Anticipated Financial Aid Detail

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Term</th>
<th>Pending Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAP Estimate</td>
<td>Fall</td>
<td>03/09/2016</td>
<td>$1,512.50</td>
</tr>
<tr>
<td>SUNY Tuition Credit Estimate</td>
<td>Fall</td>
<td>03/06/2016</td>
<td>$270.50</td>
</tr>
<tr>
<td>Federal SEOG Grant</td>
<td>Fall</td>
<td>06/30/2015</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>Federal Pell Grant 1</td>
<td>Fall</td>
<td>06/30/2015</td>
<td>$2,388.00</td>
</tr>
<tr>
<td>Federal Direct Sub Loan 1</td>
<td>Fall</td>
<td>06/30/2015</td>
<td>$3,721.00</td>
</tr>
<tr>
<td>Federal Direct Unsub Loan 1</td>
<td>Fall</td>
<td>06/30/2015</td>
<td>$3,463.00</td>
</tr>
</tbody>
</table>

Anticipated Financial Aid Detail Total: $11,048.00
### University at Buffalo

**The State University of New York**

**Office of Student Accounts**

<table>
<thead>
<tr>
<th>Student Identification Number</th>
<th>Invoice Date</th>
<th>07/20/</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>FALL. UBFL00000000002</td>
<td></td>
</tr>
<tr>
<td>Amount Due</td>
<td>$8,439.50</td>
<td></td>
</tr>
</tbody>
</table>

**Career:**

<table>
<thead>
<tr>
<th>UGRD</th>
</tr>
</thead>
</table>

**Payment Due Date:** 08/26/

---

**How to Pay**

Your bill is due by the payment due date published in the upper right corner. To avoid a late fee, payments must be posted by 6:00 p.m. (EST) on a payment due date. Online payment (Credit Card or eCheck) is the University at Buffalo's preferred payment method. When paying online, payments are posted to the student account in real-time. For release of service indicators (hold), please allow 24-48 hours after payment has been posted to your account.

Students can make online payments in the HUB Student Center via MyUB. In the Student Center under the Finances section, click on the Payment Options link.

Parents and others can make payments via the Authorized Payor link at https://quickpay.uab.com/buffalo/studentaccounts/authorized.do

The student must first establish you as an authorized payor.

International wire transfers are possible via peer/Transfer at https://www.peertx.com/school/Buffalo

---

**Methods of Payment**

**Credit Cards:** Visa, MasterCard, Discover are accepted for online payments only and are not accepted by mail, telephone, or in person. There is no service charge to pay by credit card.

**E-Check:**

eCheck is a direct debit from your personal checking or savings account. Payments made by electronic check, or eCheck, are offered at no charge to you. You will need the routing number and account number from a U.S. bank account to process an eCheck.

**Mail or in Person:**

Paper checks and money orders, made payable to the University at Buffalo, are the only form of payment that will be accepted through the mail. Include your student identification number. Allow 7 days for mailing to ensure proper credit. A postmark prior to the payment due date does not constitute the removal of a late fee. Mail or visit Monday through Thursday 8:00am-4:30pm or Friday 10:00am-3:30pm:

University at Buffalo

Student Response Center

223 Cazenovia Hall

Buffalo, NY 14260-1631

---

**Payment Plan:**

A Payment plan allows you to pay your bill in several installments spread over the course of a term. If you are enrolled in a payment plan, your installment due dates differ from the normal billing process. To enroll, visit the HUB Student Center via MyUB or as an authorized payor visit https://quickpay.uab.com/buffalo/studentaccounts/authorized.do.

**Late Fee Schedule:**

Payment must be received by the due date to avoid a late payment fee. A late payment fee is determined by the balance on your account. Failure to receive your bill will not be accepted as a reason to waive the late payment fee. A postmark prior to the payment due date does not constitute evidence of having paid on time. The first late fee of the term is called an administrative fee. For more information, visit our website http://studentaccounts.buffalo.edu/billing/fee.php.

<table>
<thead>
<tr>
<th>Balance Due</th>
<th>Late Payment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $99.99</td>
<td>$10.00</td>
</tr>
<tr>
<td>$100.00 to $1999.99</td>
<td>$40.00</td>
</tr>
<tr>
<td>$2000 and above</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

---

**Refunds**

The Office of Student Accounts will automatically refund credit balances on your account as a result of an adjustment or overpayment of your bill. A credit balance may be a result of overpayment by yourself or any financial aid that you receive. Although it is not required, we highly recommend enrolling in Direct Deposit to receive your refund faster. For additional information, visit our website at http://studentaccounts.buffalo.edu/policies/refunds.php.

---

**Who to Contact**

For questions regarding the following specific changes or payments, you should contact the office(s) below:

- Comprehensive Fee: 716-645-1800
- Dining Services: 716-645-6344
- Financial Aid: 716-645-4232
- Library and Campus Libraries: 716-645-3500
- General Billing Questions: 716-645-3600
- Dorm or Housing Charges: 716-645-2171
- Student Medical Insurance: 716-645-3036
- UB Card/Campus Cards: 716-645-6344

http://studentaccounts.buffalo.edu/tuition/compliance/index.php
http://studentaccounts.buffalo.edu/billing/fee.php
http://www.anyubcard.com/dining
http://finances.ubuffalo.edu
http://library.buffalo.edu
http://studentaccounts.buffalo.edu
http://www.housing.buffalo.edu
http://ruboard.com/insurance
http://www.anyubcard.com/ubcard