



# Student Center: How to Access and Read Your Bill

## 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.

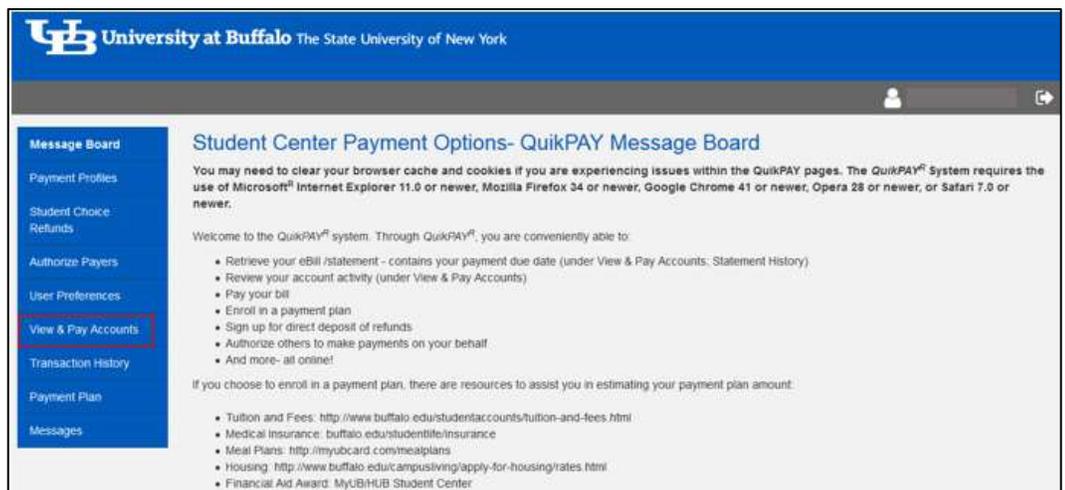
Click on Billing / Payments and then click on Payment Options. Upon doing this you have left HUB and entered the QuikPAY Message Board.



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://www.buffalo.edu/studentaccounts/payments/authorized-payers.html>

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 viewed in QuikPAY.

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 & Pay Accounts” link on the left side navigation bar.

### View & Pay Accounts

Click on the “Current Activity” tab to review charges and payments.

The screenshot shows the QuikPAY interface for a student. The left navigation bar has 'View & Pay Accounts' selected. The main content area is titled 'Student Center Payment Options- QuikPAY View & Pay Accounts'. It displays a current balance of \$6,719.35 and a latest statement for December 11, 2019, with a due date of January 09, 2020, and an amount due of \$5,403.75. The 'Current Activity' tab is highlighted with a red box. Below the tabs is a table of charges and payments.

Posted Date	Bill Date	Item Description	Term	Charge	Payment	Refund
12/02/	12/10/	College Fee	Spring	62.50	0.00	0.00

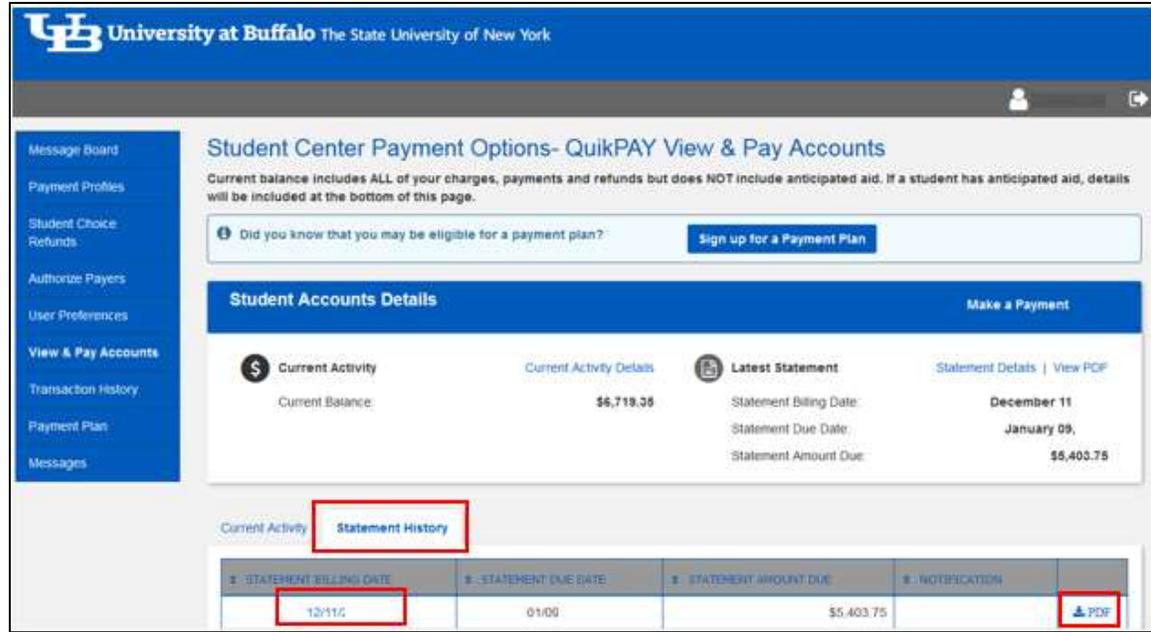
To see your statement (eBill), either click on “Statement Details” (HTML version) or “View PDF” in the “Latest Statement” section.

This screenshot is similar to the previous one but highlights the 'Statement Details | View PDF' link in the 'Latest Statement' section with a red box.

### Statement History

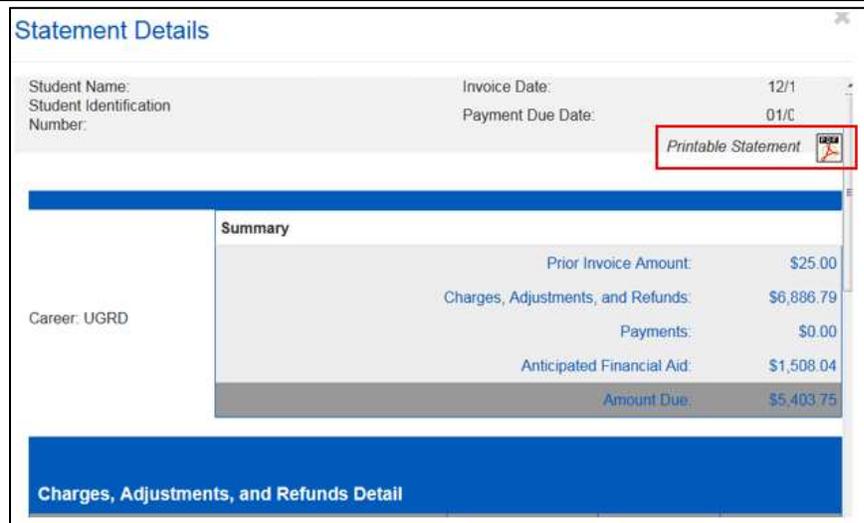
By clicking on the "Statement History" tab, you will see a list of prior statements. To view a specific statement, click on the date related to the statement that is found under the "Statement Billing Date" column.

The option to print a PDF of your bill is available by clicking on the PDF icon.



### Statement (eBill)

The statement as seen on the bottom right is in HTML format for viewing (open from "Statement Details" link). You will see a PDF icon that you can click to open and view/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. In the upper right hand corner, you will find the date of your invoice and the date the payment is due.

<b>Student Name:</b> <b>Student Identification Number:</b>		<span style="font-size: 2em; color: red;">A</span>	<b>Invoice Date:</b> 09/12 <b>Payment Due Date:</b> 10/11																																				
Printable Statement																																							
<b>Summary</b>																																							
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## 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** - represents a summary of those transactions that have occurred for the period covering the invoice. See detail in section C.

Summary	
Career: UGRD	Prior Invoice Amount: \$12,103.08
	Charges, Adjustments, and Refunds: \$2,095.00
	Payments: \$0.00
	Anticipated Financial Aid: \$24,197.50
	<b>Amount Due: CR \$9,999.42</b>

- **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.

Charges, Adjustments, and Refunds Detail			
Item Description	Term	Posted Date	Amount
Student Medical Insurance	Fall	08/15/	\$2,075.00
UB ID Card	Fall	08/10/	\$20.00
Charges, Adjustments, and Refunds Total:			\$2,095.00

The Comprehensive Fee is presented as an individual charge on your statement. The fees that comprise the Comprehensive Fee are technology, athletic (undergraduate only), recreation (undergraduate only) transportation, health service, campus life, college and transcript fee. The detail supporting the Comprehensive Fee can be found in the QuikPAY Student Center Payment Options>View & Pay Accounts> Current Activity tab.

**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 the QuikPAY Student Center Payment Options>View & Pay Accounts> Current Activity tab.

Payments Detail			
Item Description	Term	Posted Date	Amount
Payment on Account - eCheck	Fall	08/14/	CR \$1,192.00
Athletics Person Expens Transp	Sum	08/02/	\$387.00
Athletics Person Expens Transp	Sum	08/01/	CR \$387.00
Payment on Account - eCheck	Fall	08/14/	\$387.00
Payment on Account - eCheck	Fall	08/14/	\$805.00
Payment on Account - eCheck	Fall	08/01/	\$387.00
Payment on Account - eCheck	Fall	08/01/	CR \$387.00
Payments Detail Total:			\$8.00

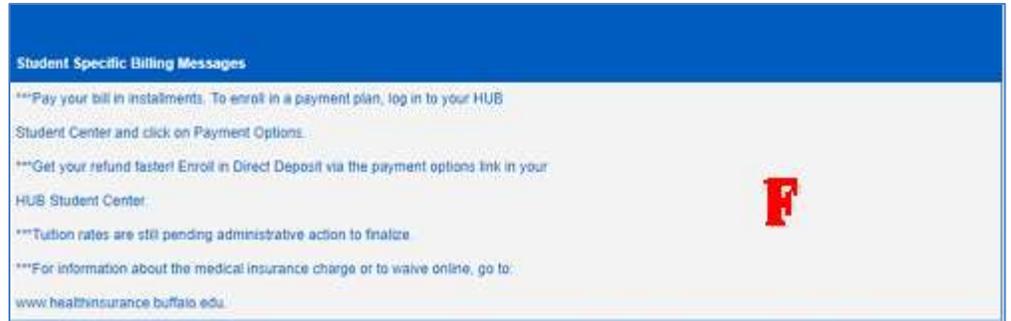
**Section E - Anticipated Financial Aid Detail**

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.

Anticipated Financial Aid Detail			
Item Description	Term	Pending Date	Amount
Grant In Aid Health Ins Fall	Fall	07/31/	\$2,075.00
Grant In Aid Full Tuft & Fees	Fall	07/31/	\$13,669.00
Grant In Aid Full Room & Board	Fall	07/31/	\$7,873.00
Athletics Person Expens Transp	Fall	08/01/	\$580.50
Anticipated Financial Aid Detail Total:			\$24,197.50

## 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

Printed statements are only available in QuikPAY - the University no longer mails these to students.

Student Identification Number	Invoice Date	09/12
	Invoice Number	FALL
	Amount Due	-\$ 9,999.42
Career: UGRD	Payment Due Date	10/11

Your eBill 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 pm (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 (holds), please allow 24-48 hours after payment has been posted to your account.

Summary	
Prior Invoice Amount:	\$ 12,103.08
Charges, Adjustments and Refunds:	\$ 2,095.00
Payments:	\$ 0.00
Anticipated Financial Aid:	\$ 24,197.50
<b>Amount Due:</b>	<b>-\$ 9,999.42</b>

**Charges, Adjustments and Refunds Detail**

Item Description	Term	Posted Date	Amount
Student Medical Insurance	Fall	08/15	\$ 2,075.00
UB ID Card	Fall	08/10	\$ 20.00
<b>Charges, Adjustments and Refunds Detail Total:</b>			<b>\$ 2,095.00</b>

\*\*\*Pay your bill in installments. To enroll in a payment plan, log in to your HUB Student Center and click on Payment Options.  
 \*\*\*Get your refund faster! Enroll in Direct Deposit via the payment options link in your HUB Student Center.  
 \*\*\*Tuition rates are still pending administrative action to finalize.  
 \*\*\*For information about the medical insurance charge or to waive online, go to: [www.healthinsurance.buffalo.edu](http://www.healthinsurance.buffalo.edu).

Student Identification Number	Invoice Date	09/12
	Invoice Number	FALL
	Amount Due	-\$ 9,999.42
Career: UGRD	Payment Due Date	10/11

Your eBill 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 pm (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 (holds), please allow 24-48 hours after payment has been posted to your account.

Summary	
Prior Invoice Amount:	\$ 12,103.08
Charges, Adjustments and Refunds:	\$ 2,095.00
Payments:	\$ 0.00
Anticipated Financial Aid:	\$ 24,197.50
<b>Amount Due:</b>	<b>-\$ 9,999.42</b>

**Payments Detail**

Item Description	Term	Posted Date	Amount
Payment on Account - eCheck	Fall	08/14	-\$ 1,192.00
Athletics Person Expens Transp	Sum	08/02	\$ 387.00
Athletics Person Expens Transp	Sum	08/01	-\$ 387.00
Payment on Account - eCheck	Fall	08/14	\$ 387.00
Payment on Account - eCheck	Fall	08/14	\$ 805.00
Payment on Account - eCheck	Fall	08/01	\$ 387.00
Payment on Account - eCheck	Fall	08/01	-\$ 387.00
<b>Payments Detail Total:</b>			<b>\$ 0.00</b>

Student Identification Number	Invoice Date	09/12
	Invoice Number	FALL
	Amount Due	-\$ 9,999.42
Career: UGRD	Payment Due Date	10/11

Anticipated financial aid is aid that has not yet been posted to the student account. Your eBill's 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 advisor or email UBFA@buffalo.edu. Federal Work Study will not show as anticipated aid or post to the student account.

If you become ineligible for an award and you no longer have actual or estimated anticipated aid on your student account, your outstanding charges become immediately due. Do not wait for a revised eBill as failure to pay may result in late payment fees and registration holds. View your current account activity in your HUB Student Center via MyUB. In the Student Center under the Finances section, click on the 'Payment Options' link, then click on the 'View & Pay Accounts' menu option.

**Anticipated Financial Aid Detail**

Item Description	Term	Pending Date	Amount
Grant In Aid Health Ins Fall	Fall	07/31	\$ 2,075.00
Grant In Aid Full Tuitt & Fees	Fall	07/31	\$ 13,669.00
Grant In Aid Full Room & Board	Fall	07/31	\$ 7,873.00
Athletics Person Expens Transp	Fall	08/01	\$ 580.50
<b>Anticipated Financial Aid Detail Total:</b>			<b>\$ 24,197.50</b>

Student Identification Number	Invoice Date	09/12
	Invoice Number	FAL1
	Amount Due	-\$ 9,999.42
Career: UGRD	Payment Due Date	10/11

**Looking to pay by check or money order? Please mail your payment and this page to the address below.**

For information on where to mail other forms of payment like Scholarships, College Savings Plans, Third Party Payments, Grants, etc., please log onto <http://studentaccounts.buffalo.edu/billing/howtopay.php>

Student Identification Number: .....
Amount Due: -\$ 9,999.42
Payment Due Date: 10/11

To ensure accurate and timely processing:

- Make checks payable to University at Buffalo.
- Include your Student Identification Number on the check.

Mail to: University at Buffalo  
PO Box 10068  
Albany, NY 12201-5068

Student Identification Number	Invoice Date	09/12
	Invoice Number	FALL
	Amount Due	-\$ 9,999.42
Career: UGRD	Payment Due Date	10/11

**How to Pay**

Your eBill 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 (holds), 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. International wire transfers can be initiated in the HUB Student Center as well. Under the Finances section, click on the Payment Options link.

Parents and others can make payments as an Authorized Payer. Payments can be made at the link <https://quikpayasp.com/buffalo/studentaccounts/authorized.do>. The student must first establish you as an Authorized Payer.

**Methods of Payment**

**Credit Cards:**  
 Visa, MasterCard, Discover and American Express 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.

**Electronic Check (eCheck):**  
 eCheck is a direct debit from your personal checking or savings account. You will need the routing number and account number from a US bank account to process an eCheck. Payments made by eCheck are offered at no charge to you.

**Mail:**  
 Paper checks, made payable to the University at Buffalo, are the only form of payment that will be accepted through the mail. To ensure proper posting, include your student identification number and allow 7 days for mailing. A postmark prior to the payment due date does not constitute the removal of a late fee.

University at Buffalo  
 PO Box 10068  
 Albany, NY 12201-5068

**Payment Plan:**  
 A payment plan allows you to pay your eBill in several installments 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 payer visit <https://quikpayasp.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 the account. Failure to receive your eBill 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/nonpayment/latefees.php>.

Balance Due	Late Payment Fee
Balances up to \$999.99	\$30.00
\$1000 to \$1999.99	\$40.00
\$2000 and above	\$50.00

**Refunds**

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/billing/refunds.php>.

**Who to Contact**

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

Comprehensive Fee	716-645-1800	<a href="http://studentaccounts.buffalo.edu/tuition/compfee/index.php">http://studentaccounts.buffalo.edu/tuition/compfee/index.php</a>
Dining Services	716-645-6344	<a href="http://www.myubcard.com/dining">http://www.myubcard.com/dining</a>
Dorm or Housing Charges	716-645-2171	<a href="http://www.buffalo.edu/campusliving">http://www.buffalo.edu/campusliving</a>
Financial Aid	716-645-8232	<a href="http://financialaid.buffalo.edu">http://financialaid.buffalo.edu</a>
General Billing Questions	716-645-1800	<a href="http://studentaccounts.buffalo.edu">http://studentaccounts.buffalo.edu</a>
Library Overdue Fines and Fees	716-645-5950	<a href="http://library.buffalo.edu">http://library.buffalo.edu</a>
Student Medical Insurance	716-645-3036	<a href="http://healthinsurance.buffalo.edu">http://healthinsurance.buffalo.edu</a>
UB Card	716-645-6344	<a href="http://www.myubcard.com/ubcard">http://www.myubcard.com/ubcard</a>