



## **\*IMPORTANT – PLEASE READ\***

**Review this with your Trailblazer Team!**

**Electronic bills will be sent directly to MCLA email addresses beginning in early July!**

Student bills are generated with the student's legal name on it. It is the responsibility of the student to provide a copy of the eBill to the payer(s) of tuition.

On-time payment arrangements are necessary to maintain your enrollment status, course registration, and housing assignment. Non-payment may result in being dropped from coursework. See our payment policy at [www.mcla.edu/studentaccounts](http://www.mcla.edu/studentaccounts).

## **BILLING AND PAYMENT CHECKLIST**

- ☐ **Make a Health Insurance Decision:** The Commonwealth of Massachusetts requires that all matriculated undergraduate students enrolled for 9 or more credits and certain matriculated graduate students enrolled for 7 or more credits to have health insurance. Each year, students must waive or enroll in the insurance if they meet this. *If you have a charge on your eBill, you have met this requirement.* **Students are not issued revised eBills after a health insurance waiver has been processed.** Visit [mcla.edu/studentaccounts](http://mcla.edu/studentaccounts) to waive or enroll.
- ☐ **Complete or Update Your FERPA Form:** MCLA cannot release any financial information, including refunds, pertaining to an account to anyone except the student without a FERPA form on file. The student has the right to rescind this authorization at any time. *To complete the FERPA Form or update authorization, students may visit* [Lnk.mcla.edu/ferpaform](http://Lnk.mcla.edu/ferpaform).
- ☐ **Verify Completion of Financial Aid File, if applicable:** For a student to receive federal or state financial aid, including Federal Student Loans, the student must complete the FAFSA, and any other documentation as required by the MCLA Student Financial Services Office. A student must accept their financial aid on Banner Self Service. Accepted aid will be shown as a credit on the eBill. *First-time Federal Loan borrowers must complete mandatory Entrance Counseling and a Master Promissory Note on* [StudentAid.gov](http://StudentAid.gov).
- ☐ **Enroll in Electronic Refunds or Update Your Banking with BankMobile:** All students are strongly encouraged to enroll in BankMobile for electronic refunds, even if they do not expect to receive a refund. This will expedite the return of funds should a refund become available. *New students are sent a green envelope in the mail with a personal activation code and are also emailed by BankMobile. If you did not receive your code, visit* [RefundSelection.com](http://RefundSelection.com) *and click "Need a Code?"*
- ☐ **Pay Your Bill/Make Acceptable Payment Arrangement by Due Date:** To remain enrolled in coursework, students have the following options for payment:
  - *Pay the balance online using either ACH (no service charge) or a credit/debit card (service charge applies). Students may pay online at* [Lnk.mcla.edu/paynow](http://Lnk.mcla.edu/paynow). *(Students must be logged into the myMCLA Portal.)*
  - *Pay the balance fee free with cash (in-office only) or personal check/money order.*
  - *Apply for a loan. For information on applying for an alternative student loan or the Federal Parent Plus Loan, visit* [Lnk.mcla.edu/loans](http://Lnk.mcla.edu/loans).
  - *Enroll in a monthly payment plan through Nelnet. For costs, schedules, or to enroll, visit* [MyCollegePaymentPlan.com/MCLA](http://MyCollegePaymentPlan.com/MCLA). *There is a \$50.00 per semester fee to enroll.*

## **Book Advance Information**

MCLA now offers book advances through eCampus! If you are receiving a refund and would like to request a book advance to be used at eCampus, visit [Lnk.mcla.edu/bookadvance](http://Lnk.mcla.edu/bookadvance) and complete the [Book Advance Request Form](#). Student Financial Services will begin processing forms at the start of the semester. You may also visit the bookstore website at [mcla.ecampus.com](http://mcla.ecampus.com)!

***Did you receive your eBill and have questions?***

*Visit our website at [MCLA.edu/StudentAccounts](http://MCLA.edu/StudentAccounts) for helpful information!*

*You may also contact us at 413-662-5230 or email [StudentAccounts@mcla.edu](mailto:StudentAccounts@mcla.edu)*