

# MONEY MATTERS

## OFFICE OF THE BURSAR

W111 Smith Building  
814-949-5028  
AA-BURSAR@LISTS.PSU.EDU

The Office of the Bursar is responsible for maintaining student accounts pertaining to acceptance fees, tuition billing, charges, payments, and refunds.

## TUITION STATEMENT

Account statements are prepared on a monthly basis. Billing begins in early August for fall semester and early January for spring semester. This may vary slightly depending on when a student enrolls in classes. Enrollment typically occurs at New Student Orientation.

Students will receive notification via their Penn State email account\* when their statement is available to view/pay through the Student Center in LionPATH. Residence hall charges are included on the statement, if applicable. Paper statements are NOT mailed. *\*As the Office of the Bursar and other departments communicate information to students through their Penn State email, it is important that students monitor their accounts.*

## FINANCIAL RESPONSIBILITY AGREEMENT

Students must sign a Financial Responsibility Agreement (FRA) prior to enrolling in classes each semester. The FRA is a student's promise to take responsibility for payment of his or her account.

## PAYING TUITION

The eCheck option is a fast and convenient method to pay tuition directly from a personal checking account drawn on a U.S. bank. There is no charge to pay by eCheck. Credit card payments (Visa, MasterCard, Discover, or American Express) are also accepted. A service fee will be charged for credit card payments.

**The payment must be received and posted to the student's account by the due date on the student's statement to avoid a late fee. Please allow five to seven business days for processing after the payment is received.**

## PAYMENT PLANS

Penn State offers an Installment Payment Plan every semester. Enrollment in the plan allows students/authorized payers to pay 1/4 of the semester charges (tuition, fees, room and meals, if applicable) each month, over a period of four months. Fall semester installment payment due dates are August 22, September 22, October 22, and November 22. Spring semester due dates are January 22, February 22, March 22, and April 22. There is a \$45

non-refundable enrollment fee per semester, which covers administrative costs. The payments can be made with eCheck or credit card (Visa, MasterCard, Discover, or American Express).

Students/authorized payers can enroll in the plan online once the tuition statement is available. To enroll with 1/4 of the payment, students/authorized payers must complete the enrollment process and make the first payment prior to the first installment due date. Enrolling after the first installment due date will require an initial payment of 2/4 of the balance payable at the time of enrollment. Please check [bursar.psu.edu](http://bursar.psu.edu) for actual installment due dates.

## ADDITIONAL FINANCIAL AID

The Anticipated Financial Aid section on a student's tuition statement reflects the most current known available financial aid. Students with scholarships, grants, or loans that are not reflected on their statement should contact:

Office of Financial Aid  
Phone: 814-949-5055  
Office Location: W113 Smith Building

## OUTSIDE SCHOLARSHIP INFORMATION

Many students will receive scholarships from various organizations, agencies, and foundations as they graduate from high school. For your student's tuition statement to reflect these outside awards, it is important to send the scholarship checks as early as possible to the address below. Please include the student's Penn State ID in the memo line.

Penn State Altoona  
Attention: Bursar's Office  
3000 Ivyside Park  
Altoona, PA 16601

## eREFUND

For the quickest delivery of a refund, students are encouraged to have their refund electronically deposited into a bank account. eRefund is only available to students. Parents receive ParentPLUS loan refunds by paper check.

## TUITION ASSESSMENT & PLANNING

Penn State assesses tuition based on the student's campus, college, major, residency classification, credit load, and semester classification. Once an undergraduate student completes 59.1 or more total credits (which include credits earned through advanced placement or transferred from another institution), the student is considered to have obtained junior/senior status at Penn State. The Board of Trustees approves the tuition and fees for the academic year in mid-July. Tuition rates can be found at [tuition.psu.edu](http://tuition.psu.edu). For additional information, please visit [bursar.psu.edu](http://bursar.psu.edu)

## VIEW & PAY TUITION USING AUTHORIZED PAYER ACCESS

Your student can give you access to view the Student Account Statement, make payments, enroll in the Installment Payment Plan, and access IRS Form 1098-T by using Authorized Payer Access. Your student grants you access through his/her Student Center in LionPATH. After access is granted, a user ID, temporary password, and login link will be sent to you via email.

Federal law prohibits Penn State representatives from corresponding or speaking about the student's account with anyone other than the student unless the student has designated the individual as an Authorized Payer.

To grant access, students should:

1. Log in to Student Center on **LionPATH**
2. Click on My Finances tab
3. Click on the Manage Account/Make Payment link
4. On the Student Account Dashboard, click the **Send a Payer Invitation Link**
5. Please note that all fields marked with a red asterisk are mandatory and must be completed. We recommend that the Authorized Payer's email address be entered in the Authorized User field.
6. The Payer Information window will display **"Success! An invitation has been sent to Authorized Payer Name"**

After a student grants access, a user ID, temporary password, and login link will be sent to the Authorized Payer.

## AUTHORIZED PAYER ACCESS FOR MULTIPLE STUDENTS

If you have more than one student at Penn State, regardless of campus, you can easily link your students' accounts. However, each student will need to create a separate user ID for you, and you will receive separate temporary passwords for each student.

To link multiple student accounts:

1. Visit **public.lionpath.psu.edu** and click on the Authorized Payer Access tab
2. Use your Authorized Payer user ID and password provided by your student to log in
3. Navigate to the Student Links section on the Payment Gateway dashboard, which will display the name of the student you are currently viewing
4. Select Add New to link another student account and enter the Authorized Payer user ID and password for that student's account
5. The Student Links section in the Account Dashboard will show the names of the linked accounts.
6. Click on the student's name to transfer between accounts without having to log out and then back into the system.

Note: Access to view and pay tuition is provided when your student grants you Authorized Payer Access in LionPATH. Authorized Payer Access is separate and in addition to Delegated Access that the student grants via LionPATH for academic information.

## LionPATH

**public.lionpath.psu.edu**

LionPATH is Penn State's student information system. Students use LionPATH to enroll in classes, view financial aid, pay tuition, check grades, and more.

You can also view your student's data such as grades, financial aid and class schedules by using Delegated Access. In addition, you can pay tuition by using Authorized Payer Access. Delegated Access and Authorized Payer Access are two separate functions within LionPATH. For more information and to view tutorials about Delegated Access and Authorized Payer Access, visit **lionpathsupport.psu.edu/parent**.

## USING DELEGATED ACCESS

In order for you to access student data in LionPATH, your student must first provide access to you.

1. Provide your student with your email address to receive your activation email. This email will also serve as your Login ID.
2. Once your student has given you access, you will receive an activation email containing a Login ID, temporary password, and a link for you to log in and view those areas your student has shared.

**Note:** If you are a Penn State employee or student, the link to view shared information is a different URL than you may normally use to access LionPATH.

- For staff who are students AND use LionPATH in daily work, use **lionpath.psu.edu**
- For all staff who have been given Delegated Access by their student, use **public.lionpath.psu.edu** and click on the Delegated Access tab

## DELEGATED ACCESS FOR MULTIPLE STUDENTS

If you have more than one student and both delegate access to you, use the same email address and password to access information shared by each student. The email initiated by the first student will include a temporary password. After you reset your password, emails sent from additional students will not contain a temporary password. When multiple students give you Delegated Access, each of them are listed when you log in; however, you can only view one student's data at a time.



**altoona.psu.edu/bursar**

