



DELAWARE VALLEY  
UNIVERSITY

# OFFICE OF THE BURSAR

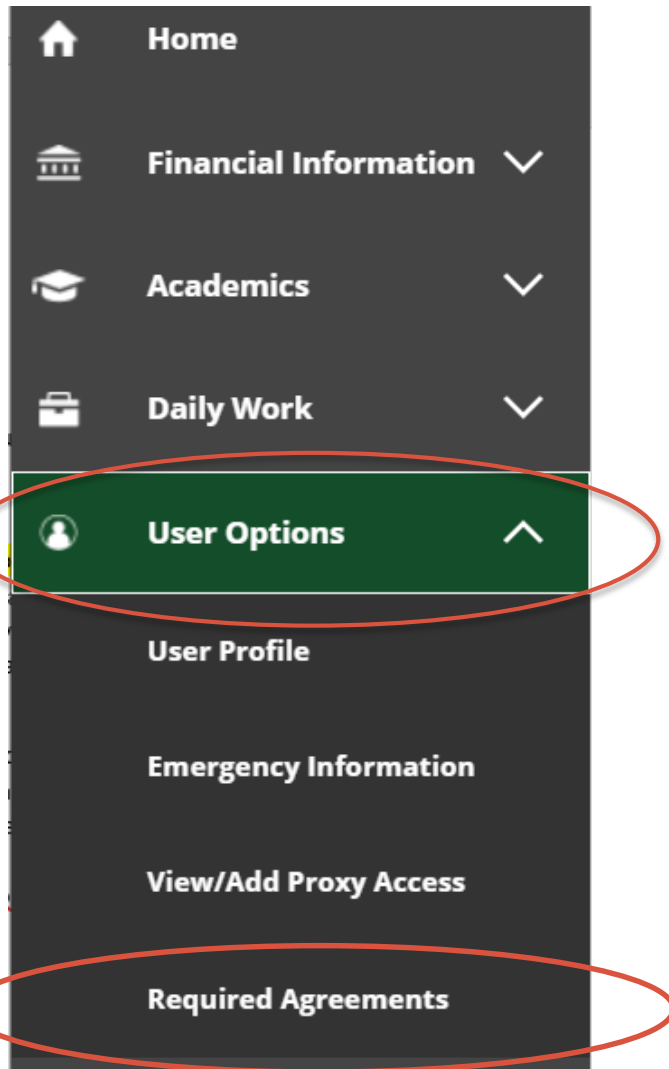
# BURSAR'S OFFICE SERVICES

- **Invoice Tuition, Fees, Room, Board and Miscellaneous Charges**
- **Collect Payments**
- **Refund Credit Balances**
- **Administer Ram Dollars Program and Payment Plans**

# **STUDENT FINANCIAL RESPONSIBILITIES AGREEMENT**

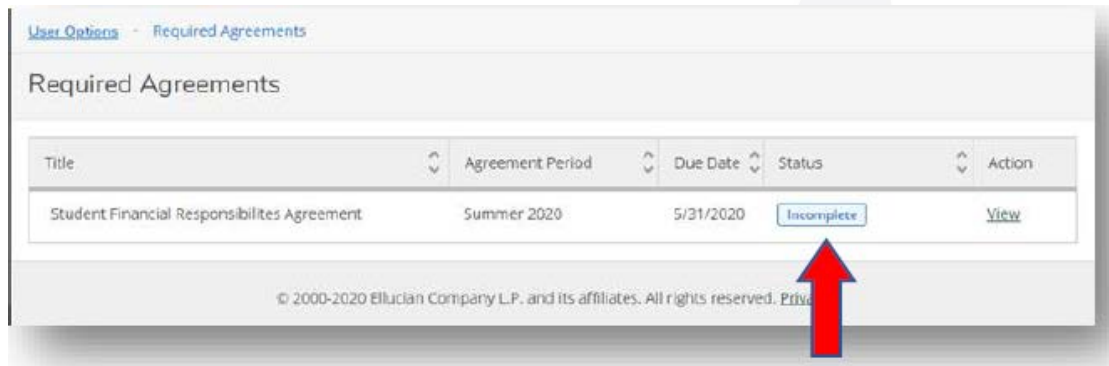
- **This agreement is to affirm that students understand their financial responsibility to the University.**
- **Provides relevant information about official institutional policies.**
- **Acceptance is required three (3) times annually via Self-Service with new agreements on 2/1, 6/1, 10/1 each year.**
- **An incomplete agreement will prevent registration for new courses or changes in any current registration.**

# STUDENT FINANCIAL RESPONSIBILITIES AGREEMENT



A vertical navigation menu with a dark grey background. It contains several items with icons and text. The 'User Options' item is highlighted with a red circle, and the 'Required Agreements' item at the bottom is also highlighted with a red circle.

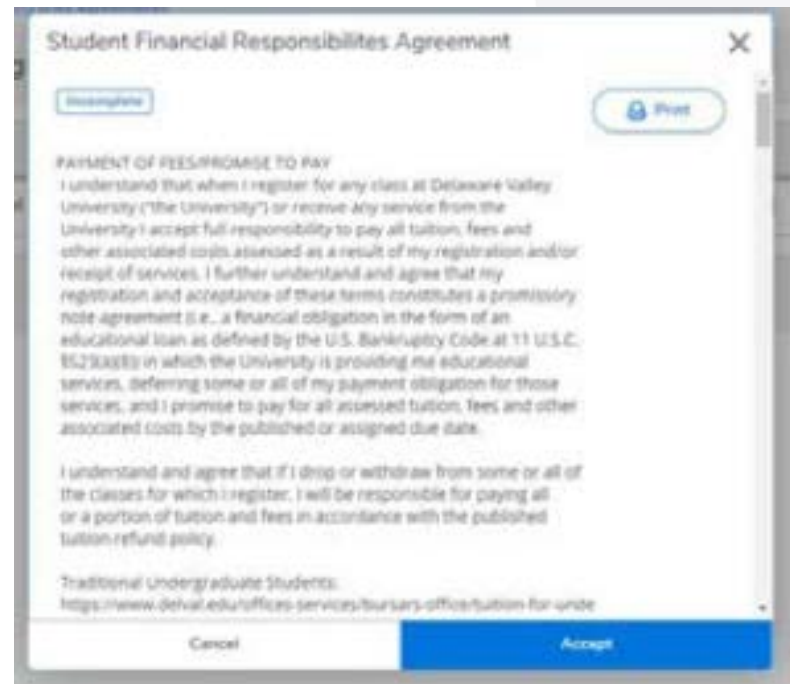
- Home
- Financial Information
- Academics
- Daily Work
- User Options**
- User Profile
- Emergency Information
- View/Add Proxy Access
- Required Agreements**



A screenshot of a web application showing a table of 'Required Agreements'. A red arrow points to the 'Incomplete' status of the 'Student Financial Responsibilities Agreement'.

Title	Agreement Period	Due Date	Status	Action
Student Financial Responsibilities Agreement	Summer 2020	5/31/2020	Incomplete	<a href="#">View</a>

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A screenshot of the 'Student Financial Responsibilities Agreement' form. It contains a 'Promise to Pay' section and an 'Accept' button. A red arrow points to the 'Accept' button.

**Student Financial Responsibilities Agreement**

[Incomplete](#) [Print](#)

**PAYMENT OF FEES/PROMISE TO PAY**

I understand that when I register for any class at Delaware Valley University ("the University") or receive any service from the University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund policy.

Traditional Undergraduate Students:  
<https://www.delval.edu/offices-services/bursars-office/tuition-for-unde>

[Cancel](#) [Accept](#)

# FERPA

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

- Signed FERPA release is required to discuss:
  - Student account details
  - Academic records
  - Student life information
- Student specifies authorized individuals, selects types of information to be released, and signs in front of DelVal staff or has form notarized.
- Paying the bill does **not** override privacy rights!
- Authorized user status is **not** a FERPA release.
- FERPA release does **not** grant online account access.
- You may contact us, but we do not automatically contact you.
- [https://www.delval.edu/pdf/FERPA\\_Waiver\\_Release\\_Form.pdf](https://www.delval.edu/pdf/FERPA_Waiver_Release_Form.pdf)

# HEALTH INSURANCE

- \$2,125 is pre-billed to student account.
- **If you have insurance, waive DelVal plan online beginning June 1:**
  - By June 30: To exclude cost from July bill.
  - **By July 31: To avoid potential late fee.**
  - By September 18: To prevent purchase of insurance.
- Students without insurance must enroll online.
- Link to waive or enroll: <http://www.delval.edu/waiver>.
- Confirmation email sent after successful waiver.
- Waiver or enrollment required annually.

# TOUCHNET

Student logs in with DelVal login ID and password at [www.delval.edu/touchnet](http://www.delval.edu/touchnet).

## Announcement

### Welcome to your DelVal Student Account Center!

Here you can view your DelVal student account invoices, make payments, sign up for payment plans as well as electronic refunds, and store payment methods. In addition you can set up your parents or guardians as authorized payers so they may access your bills, sign up for a payment plan and make payments on your account.

ACH, or e-checks, are free of charge. Credit card payments will have a PayPath Service fee of 2.85% (minimum of \$3.00) added to the payment amount.

Please note that pending reductions of disbursed financial aid will not appear on your student account until the aid is

## Student Account

ID: xxx7755

Balance

\$0.00

View Activity

Enroll in Payment Plan

Make Payment

## Statements

Your latest eBill Statement  
(5/14/20) May 2020 Invoice

View Statements

## My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Electronic Refunds

## Term Balances

➤ **Electronic Refunds:** Direct deposit refunds

➤ **Make Payment:** One-time payment

➤ **Enroll in Payment Plan:** Installment plan

➤ **Personal Profile:** eBill text message opt-in

➤ **View Statements:** eBills

➤ **View Activity:** Real time transaction details

# TUITION, FEES, ROOM & BOARD 2020-2021

## ACADEMIC YEAR\*

<i>*Actual charges may vary with degree program, course schedule, meal plan, and room assignment</i>	Fall 2020	Spring 2021	<b>Total 2020-21</b>
Tuition (12 to 19 credits)	\$19,035	\$19,035	<b>\$38,070</b>
Student Engagement Fee	120	120	<b>240</b>
Comprehensive Fee	1,155	1,155	<b>2,310</b>
Contingency Deposit	150	--	<b>150</b>
<b>Total Tuition &amp; Fees</b>	<b>\$20,460</b>	<b>\$20,310</b>	<b>\$40,770</b>
Standard Residence Hall	3,265	3,265	<b>6,530</b>
Lowest-Cost Meal Plan	3,660	3,660	<b>7,320</b>
<b>Total Cost</b>	<b>\$27,385</b>	<b>\$27,235</b>	<b>\$54,620</b>



# TUITION STATEMENTS

- Fall and Spring are billed separately.
- Contingency deposit is a one-time charge.
  - Used to pay miscellaneous charges (e.g. library fines) during student's time at DelVal, unused amount refunded 3 months after student graduates
- Each monthly bill reflects charges and financial aid.
- You will be notified via email when a new monthly statement has been posted for you. Bills are online only. No paper bills!
- Be sure to check your account online frequently.

# SAMPLE TUITION STATEMENT

Sample eBill in TouchNet with Fall 2019 charges and financial aid. Pending financial aid is typically disbursed at the start of the term.

## Student Account Statement

CHARGES				CREDITS			
03/01/19		Balance Forward	0.00	07/01/19	2019/FL	Deposit Allocation	200.00
08/26/19	2019/FL	Tuition - Full Time Day	19,035.00	07/01/19	2019/FL	Board of Trustees Sch	8,500.00
08/26/19	2019/FL	Comprehensive Fee	1,155.00	07/01/19	2019/FL	Benefit Grant	3,300.00
08/26/19	2019/FL	Student Activity Fee	120.00				
08/26/19	2019/FL	Contingency Deposit (Dy)	150.00				
08/26/19	2019/FL	Medical Insurance-Annual	1,816.00				

## Pending Financial Aid

CHARGES				CREDITS			
				08/26/19	2019/FL	Fed Direct Subsidized L	1,287.00
				08/26/19	2019/FL	Fed Direct Unsubsidized	1,435.00

TOTAL CHARGES	TOTAL CREDITS	TOTAL AMOUNT DUE
\$ 22,276.00	\$ 14,722.00	\$ 7,554.00

# TUITION STATEMENTS

- eBills posted online on TouchNet website. [www.delval.edu/touchnet](http://www.delval.edu/touchnet)
  - July 1 for Fall term.
  - November 15 for Spring term.
- 1 bill/month if balance due before pending aid.
- **Account changes do not trigger new bill.**
- Statement = snapshot. View for real-time balance online 24/7.
- Review your statement for accuracy!
- What is not shown on the eBill: Future payment plan installments, work-study or campus employment payroll deductions.

# PAYMENT DEADLINES

**We want you to avoid the potential \$200 late fee!**

## 2020 Fall Term

- 7/1: eBills posted online.
- 7/31: **Payment in full or  
Proof of satisfactory arrangements.**

## 2021 Spring Term

- 11/15: eBills posted online.
- 12/15: **Payment in full or  
Proof of satisfactory arrangements.**

[www.delval.edu/duedates](http://www.delval.edu/duedates)

# SATISFACTORY ARRANGEMENTS

**This can be a combination of any or all of the following:**

- **Payment in full:** Cash, personal check, or online payment
- **TouchNet payment plan**
- **Loan** (½ applied to fall term unless specified otherwise)
  - Alternative loan: Approved by lender & certified by DelVal
  - Parent PLUS loan: Approved by lender
- **Proof of future third party payment** (amount & date)
  - Scholarship (½ applied to fall term)
  - Tuition benefit from parent's employer; tuition savings plan withdrawal; OVR or other government benefit
- **Confirmed online health insurance waiver**
- **Any other arrangement requires pre-approval!**

# PAYMENT METHODS

- **Online 24/7 via TouchNet:**
  - eCheck (ACH) from checking or savings: No service fee.
  - Credit or debit card: 2.85% service fee, \$3 minimum fee.
- **In our office:** Cash, check, or money order (no cards).
- **Mail personal check or money order to bank PO box:**  
Delaware Valley University, PO Box 64072, Souderton, PA 18964.
- **Mail third party check (529, brokerage, scholarship):**  
Delaware Valley University, Attention: Bursar's Office  
700 East Butler Avenue, Doylestown PA 18901
- Make check or money order payable to DelVal and reference student ID and name.

# PAYMENT PLANS

- Enroll **each term** at [www.delval.edu/touchnet](http://www.delval.edu/touchnet):
  - By July 31 to avoid potential \$200 fall late fee.
  - By December 15 to avoid potential \$200 spring late fee.
- Provide bank account or credit card information.
- **Automatic** withdrawal on 15<sup>th</sup> of each month.
- Plan balance does **not** recalculate.
- Parent: To receive payment plan emails, enroll in plan with TouchNet authorized user login.

# FALL PAYMENT PLANS

Fall Enrollment Dates	Down payment (1 <sup>st</sup> payment)	# Additional Payments	Payment Months
Jul 01 to Jul 31	20%	4	Aug 15 to Nov 15
Aug 01 to Aug 21	25%	3	Sep 15 to Nov 15
Aug 22 to Sep 07	34%	2	Oct 15 to Nov 15

- \$100 enrollment fee per term
- Enroll by July 31 to prevent potential \$200 late fee
- Enroll beginning December 1<sup>st</sup> for spring term
- Payments automatically initiated each month

<https://www.delval.edu/offices-services/bursars-office/tuition-payment-plans>



# REFUNDS

- Two methods: Direct deposit eRefund or check.
  - Checks are payable to **student**.
- Pending financial aid is **not** refunded.
- Earliest refunds: 2<sup>nd</sup> week of term.
  - During 1st month, eRefunds only, so set up your eRefund account
  - 2 weeks to process after date of eligibility.
- Financial aid vs. overpayment refund:
  - Financial aid refund: Automatically processed when eligible.
  - Overpayment refund: Student must request via DelVal email.
- Email student when eRefund processes or check is ready.
- Details at [www.delval.edu/refunds](http://www.delval.edu/refunds).

# RAM DOLLARS

- **Optional** prepaid account linked to student ID card.
- Spend in Bookstore, Pub, L.S. Bean, Dining Hall, and Market at DelVal.
- Student can use pending or actual financial aid credit balance to rent or buy textbooks in the DelVal bookstore.
- Parent may purchase via [eAccounts](#), or by cash, check, or credit/debit card in our office.
- Never expire, but not refundable until graduation.
- Sign Ram Dollars agreement in Office of the Bursar.
- <https://www.delval.edu/offices-services/bursars-office/ram-dollars>

# COMMUNICATION

- DelVal email = Official form of communication.
  - **Students: Read your DelVal email daily!**
- How do parents obtain information?
  - Policies, procedures, deadlines: [www.delval.edu/bursar](http://www.delval.edu/bursar).
  - Online account access/eBills: TouchNet authorized users.
  - Phone and in-person: Signed paper FERPA release.
  - Email: We reply to student's DelVal address.
  - Ask student to forward emails from DelVal offices.

# STUDENT RESPONSIBILITIES

- Read and accept Student Financial Responsibilities Agreement online via Self-Service.
- Complete online health insurance waiver or enrollment.
- Log in to TouchNet using DeVal user ID & password.
  - Set up any authorized users.
  - Sign up for eRefund.
  - View eBill and account balance starting July 1.
- Make payment arrangements by July 31, 2020.
- **Read your DeVal email!**



DELAWARE VALLEY  
UNIVERSITY

# OFFICE OF FINANCIAL AID

# FINANCIAL AID SERVICES

- Federal, state and institutional grant processing and awarding
- Loans: federal and private
- Financial aid counseling
- Scholarship information and applications
- On-campus employment
- Monitor academic progress for federal, state and institutional financial aid including DeVal academic scholarships

# FAFSA

FREE APPLICATION FOR FEDERAL STUDENT AID

**Did you file???**

**[www.fafsa.gov](http://www.fafsa.gov)**

The FAFSA is a federal application used to determine your financial need for all types of financial aid

**This is your first step for any financial aid process!**

# VERIFICATION

- Review process that requires the Office of Financial Aid to check/confirm information provided in the FAFSA
- Application can be selected by the Department of Education or the Office of Financial Aid
- You will be asked to provide specific documentation and/or fill out DelVal forms
- Submit to Office of Financial Aid as soon as possible
- Check your outstanding items at <https://delval.verifymyfafsa.com>



# TYPES OF FINANCIAL AID

- Gift Aid:
    - Federal Grants
    - State Grants
    - Institutional Grants & Scholarships
  - Self Help:
    - Federal College Work Study
    - Federal Direct Student Loans
- 

# SCHOLARSHIPS AND GRANTS (GIFT AID)

- DelVal academic scholarships
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (SEOG)
  - Institutional Benefit Grant
  - State Grants
  - Outside scholarship assistance
- 

# STATE GRANTS

## PHEAA GRANTS: Pennsylvania State Grant

- Estimated until budget is passed
- If corrections are needed or incomplete visit: [www.pheaa.org](http://www.pheaa.org)
- May need action from the student and/or parent to finalize
  - School and/or PHEAA will notify the student

## OTHER STATE GRANTS:

- Check with your state's Department of Education

# WORK STUDY & CAMPUS EMPLOYMENT

- Federal Work Study:
  - Funded by the federal government
  - Awarded based on financial need
- Campus Employment
  - All students eligible regardless of financial need

# FEDERAL WORK STUDY

- Eligibility determined by FAFSA results
- Amount shown on award letter is the maximum student is able to earn per term – may earn less
- Students will obtain their FWS position during Welcome Weekend
- Can opt out of program
- Can sign over earnings directly toward tuition if desired. Procedure is with Office of the Bursar
- The Office of Financial Aid will communicate with students via DeVal email this summer
- Resumes required

# FEDERAL WORK STUDY

## Must complete New Hire Process

- Step one: Apply with a resume at [www.delval.edu/studentemployment](http://www.delval.edu/studentemployment).
- Step two: Complete the I-9 virtually this summer. You will receive instructions to your DelVal email address after you complete the application
- Step three: Complete the ADP training module. Instructions will be sent to your DelVal email address
- Step four: When we return in the fall, you will need to verify the documentation used for your I-9 in person. You will need the original documentation. Copies cannot be accepted.
- Step five: Attend the work study placement fair during Welcome Weekend.

**You will not be permitted to begin employment until you have successfully completed the New Hire Process**

# **STUDENT EMPLOYMENT PAYMENT OPTIONS**

- **You have the option of direct deposit or a debit card loaded with your compensation**
  - **If you wish to apply your wages towards tuition, contact the Bursar**
- **If you elect direct deposit you must provide your banking routing and account numbers so your funds can be uploaded**
- **If you do not make an election your payment will automatically default to the debit card**
- **Payment options can be changed at any time through the ADP portal**

# CAMPUS EMPLOYMENT

- All students are eligible for Campus Employment
- You can also apply at [www.delval.edu/studentemployment](http://www.delval.edu/studentemployment)
  - Resumes required
- New Hire process must also be completed



# FEDERAL DIRECT STUDENT LOANS

## All students are eligible!

- Subsidized, fixed interest rate, current rate is 4.53%
- Unsubsidized 4.53% fixed interest
- Fee 1.069%
- **Amount** \$5,500 in total for first year student – depending on financial need, students may be eligible for up to \$3,500 to be subsidized
- **New borrowers must complete at <https://studentloans.gov>:**
  - Master Promissory Note (MPN)
  - Entrance Counseling
  - These steps are only required *one time*

# FEDERAL DIRECT PARENT PLUS LOANS

**Loan is in the name of the parent, not the student**

- May borrow up to the cost of attendance for the academic year
- Interest rate 7.08% fixed, disbursement fee 4.264%
- Two steps to apply at <https://studentloans.gov> (parent must be logged in):
  - Plus application (credit check)
  - Loan agreement (Master Promissory Note)

# FEDERAL DIRECT PARENT PLUS LOANS

## Loan is in the name of the parent, not the student

- If approved, parents may borrow up to the student's cost of attendance
- If denied:
  - Parents may pursue a co-signer (endorser) or appeal the denial
    - In this case, the parent would need to complete PLUS Credit Counseling
  - OR the student would be awarded an additional \$4000 Unsubsidized student loan
- Parents must reapply every year

# ALTERNATIVE / PRIVATE EDUCATIONAL LOANS

- These are not federal loans
- Apply with a participating bank
- Variable and fixed interest rates
- Student will need co-signer
- May borrow up to cost of attendance for the year
- May defer loan while enrolled

Visit [www.delval.edu/finaid/finance](http://www.delval.edu/finaid/finance)

# COST OF ATTENDANCE

- Cost of Attendance is the total cost to attend DelVal
- This includes both your Direct Costs and your Indirect Costs
  - Direct Costs are billed from DelVal and include tuition, fees, room and board (if applicable)
  - Indirect Costs include the costs of books and miscellaneous educational expenses
- You can find the Cost of Attendance on your Financial Aid Notification or by following the link below.
  - [https://www.delval.edu/pdf/COA\\_20\\_21\\_AY.pdf](https://www.delval.edu/pdf/COA_20_21_AY.pdf)

# HOW MUCH TO BORROW?

- Remember to borrow for the year, not just for one semester
- Try to only borrow what you need
- If you refer to your latest Financial Aid Notification, you can view your estimated direct costs
- Allow for fees on Federal Direct Subsidized/ Unsubsidized and/or Direct PLUS loans

Need help with the process?

here to assist you!

We are

# SCHOLARSHIPS

- Scholarship opportunities are posted regularly on InsideDelVal, sent from [Scholarships@delval.edu](mailto:Scholarships@delval.edu), and posted within the Office of Financial Aid
- Visit the DelVal Scholarship [site](#) for endowed applications
- You can also utilize scholarship search engines online
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.scholarships.com](http://www.scholarships.com)
  - [Scholarship Search](#)

# OUTSIDE SCHOLARSHIPS

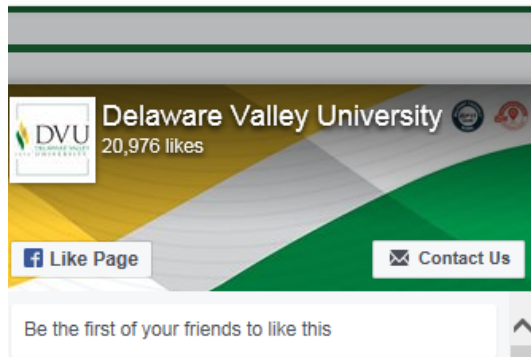
- If you've been awarded an outside scholarship, send your information to [Bursar@delval.edu](mailto:Bursar@delval.edu) or [FinAid@delval.edu](mailto:FinAid@delval.edu) from your DelVal email account
- Will appear on Financial Aid Award letter as a Miscellaneous Scholarship with the amount *pending*
- Will credit account when funds are received
- Additional outside funding can affect other financial aid programs



# FINANCIAL AID SELF-SERVICE

Log into myDelVal and click on Self-Service

Campus Announcements can  
now be found at  
<http://www.delval.edu/inside>



Go to Student Planning to view  
registration, schedule and  
academic information

Obtain an Enrollment Verification

Order an Official Transcript

View Textbooks for my Classes

## Dept Announcements

- DVU Water System - 2017 Consumer Confidence Report
- University Fact Sheet
- DVU Water System - Consumer Tap Notices - Lead and Copper sampling
- All full-time undergraduate students must Waive or Enroll in the Student Health Plan. (Click here to view full message)
- PO Box Keys

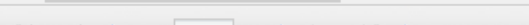
09/18/2018 (1 Item)



**Student Government Board (Meeting)**

4:30 pm - 7:30 pm **STCN 229 - Rosenfeld**

09/25/2018 (1 Item)



Show 100~

## Campus Applications

Self-Service

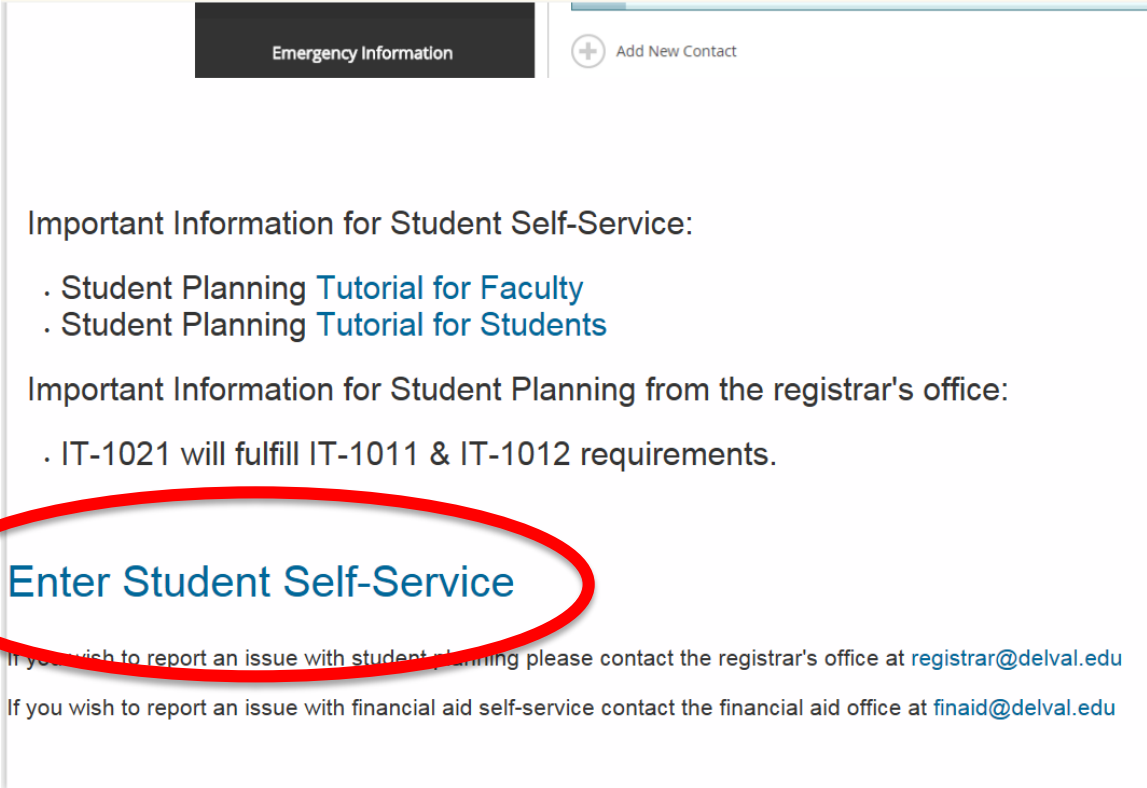
Event/Room Reservations

Blackboard Learn

DelVal Student Email

# FINANCIAL AID SELF-SERVICE

Scroll down to click on Enter Student Self-Service



Emergency Information

+ Add New Contact

Important Information for Student Self-Service:

- . Student Planning [Tutorial for Faculty](#)
- . Student Planning [Tutorial for Students](#)

Important Information for Student Planning from the registrar's office:

- . IT-1021 will fulfill IT-1011 & IT-1012 requirements.

[Enter Student Self-Service](#)

If you wish to report an issue with student planning please contact the registrar's office at [registrar@delval.edu](mailto:registrar@delval.edu)

If you wish to report an issue with financial aid self-service contact the financial aid office at [finaid@delval.edu](mailto:finaid@delval.edu)

# FINANCIAL AID SELF-SERVICE


## Important messages will appear here:

### Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.




Joe Student

Colleague ID: 

[Change User](#)

Select an Award Year: 2018-2019 Academic Year

 [Contact Financial Aid Counselor](#)



### Your Financial Aid Package is now ready!

Your financial aid award package is now ready for your review and acceptance.

[Review and accept your Financial Aid Award Package](#)

# FINANCIAL AID SELF-SERVICE

## Your individualized checklist:

Checklist		
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
✓	Completed	Your application is being reviewed by the Financial Aid Office
⚠	Action Needed	<a href="#">Review and accept your Financial Aid Award Package</a>
✓	Completed	Complete Direct Loan Entrance Counseling
⚠	Action Needed	<a href="#">Sign a Direct Loan Master Promissory Note</a>
⚠	Action Needed	<a href="#">Review and sign your Financial Aid Award Letter</a>

## And links!

### Resources

### Helpful Links

[FAFSA Application](#)

[Entrance Counseling](#)

[Master Promissory Note](#)

[PLUS Loan Application](#)

[NSLDS Information](#)

[Pennsylvania Higher Education](#)

[Satisfactory Acad Prog Policy](#)

# FINANCIAL AID SELF-SERVICE

What you need to do to accept your loans (*this needs to be done every year*):

Award	Status	Total Awarded Amount	2018 Fall Semester	2019 Spring Term
Subsidized Loans ▼ <a href="#">Accept or Decline</a>	Pending	\$3,500.00	\$1,750.00	\$1,750.00
Unsubsidized Loans ▼ <a href="#">Accept or Decline</a>	Pending	\$2,000.00	\$1,000.00	\$1,000.00

## Loan Requirements Checklist

✓ Complete	<a href="#">Complete Direct Loan Entrance Counseling</a> You completed the Direct Loan entrance counseling on 10/4/2017
⚠ Incomplete	<a href="#">Sign a Direct Loan Master Promissory Note</a>

# GRADES MATTER!

## Satisfactory Academic Progress

- For federal, state, and institutional aid programs
- [Satisfactory Academic Progress Policy](#)

Reviewed yearly at the end of the spring semester

# QUESTIONS OR NEED HELP?

Need help? Contact us!!!  
We love to help students!

**We are here to assist you throughout your DelVal  
experience**

Office of Financial Aid  
215.489.2272  
[finaid@delval.edu](mailto:finaid@delval.edu)  
[www.delval.edu/finaid](http://www.delval.edu/finaid)

Office of the Bursar  
215.489.2376  
[bursar@delval.edu](mailto:bursar@delval.edu)  
[www.delval.edu/bursar](http://www.delval.edu/bursar)