



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**

- **Affirms that students understand their financial responsibilities 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.**
- **Unsigned agreement prevents registration for new courses or changes in existing registration.**

# STUDENT FINANCIAL RESPONSIBILITIES AGREEMENT (SFRA)

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

User Options - Required Agreements

### Required Agreements

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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### 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 logs in at [FERPA Form](#), names authorized individuals, selects types of information to be released, uploads copy of driver's license or student ID, and signs agreement electronically.
- 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.

# HEALTH INSURANCE

- \$1,245 is pre-billed to student account.
- **If you have insurance, waive DeVal plan online beginning December 1:**
  - **By December 15: To avoid potential late fee.**
  - By February 26: 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 detail

# TUITION, FEES, ROOM & BOARD

## 2021 SPRING\*

<i>*Actual charges may vary with degree program, course schedule, meal plan, and room assignment</i>	Spring 2021
Tuition (12 to 19 credits)	\$19,035
Student Engagement Fee	120
Comprehensive Fee	1,155
Contingency Deposit	150
Total Tuition & Fees	\$20,460
Standard Residence Hall	3,245
Lowest-Cost Meal Plan	3,625
Total Cost	\$27,330



# TUITION STATEMENTS

- Fall and Spring terms are billed separately.
- Bills are online only. No paper bills!
- First eBills of the new term are posted online:
  - July 1 for Fall term.
  - November 15 for Spring term.
- eBills are posted once per month at [www.delval.edu/touchnet](http://www.delval.edu/touchnet) if you have a balance due before pending financial aid.
- Students and TouchNet authorized users are emailed when a new statement is posted.
- Each monthly eBill reflects charges and financial aid.

# SAMPLE TUITION STATEMENT

Sample eBill in TouchNet with 2021 Spring charges and financial aid. Pending financial aid is typically disbursed at the start of the term.

## Student Account Statement

CHARGES				CREDITS			
10/01/20		Balance Forward	0.00	11/10/20	2021/SP	Deposit Allocation	200.00
02/01/21	2021/SP	Tuition - Full Time Day	19,035.00	11/17/20	2021/SP	Faculty Scholarship	9,500.00
02/01/21	2021/SP	Comprehensive Fee	1,155.00				
02/01/21	2021/SP	Student Engagement Fee	120.00				
02/01/21	2021/SP	Contingency Deposit (Dy)	150.00				
02/01/21	2021/SP	Medical Insurance-Spring	1,245.00				

## Pending Financial Aid

CHARGES				CREDITS			
				02/01/21	2021/SP	Benefit Grant	2,500.00
				02/01/21	2021/SP	Federal Direct Subsidize	1,732.00
				02/01/21	2021/SP	Federal Direct Unsubsi	990.00

TOTAL CHARGES	TOTAL CREDITS	TOTAL AMOUNT DUE
\$ 21,705.00	\$ 14,922.00	\$ 6,783.00

This invoice shows charges for the 2021/SP and/or 2021/WN term. Payment is due December 15, 2020. If you are charged for the medical insurance please go to [www.delval.edu/waiver](http://www.delval.edu/waiver) to waive or enroll in the coverage. Spring payment plans opened on December 1st and information is found at <https://delval.edu/bursar/undergraduate-tuition>. If you have any questions, please contact the Office of the Bursar at [bursar@delval.edu](mailto:bursar@delval.edu).

# TUITION STATEMENTS

- **eBill = a monthly snapshot of your account.  
Account changes do not update your eBill.**
- Monitor your real-time balance online in TouchNet 24/7.  
Select *View Activity* to see detailed transactions by term.
- Contingency deposit is a one-time charge.
  - Pays miscellaneous charges (e.g. library fines) during student's time at DelVal, unused amount refunded 3 months after graduation.
- 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!**

## 2021 Spring Term

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

## 2021 Fall Term

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

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

# SATISFACTORY ARRANGEMENTS

Use any or all of the following to make arrangements by 12/15 deadline:

- **Payment in full:** Cash, personal check, or online payment
- **Enrollment in TouchNet payment plan**
- **Alternative Loan:** Approved by lender & certified by DelVal
- **Parent PLUS loan:** Approved by lender
- **Proof of future third party payment** (letter with amount & date)
  - Outside scholarship
  - 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 12/15/20 to avoid potential \$200 spring late fee.
  - By 7/31/21 to avoid potential \$200 fall late fee.
- Provide bank account or credit card information.  
(Do not use debit card number!)
- **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 email and password.

# 2021 SPRING PAYMENT PLANS

Enrollment Dates	Down payment (1 <sup>st</sup> payment)	# Additional Payments	Payment Months
Dec 01 to Dec 31	20%	4	Jan 15 to Apr 15
Jan 01 to Jan 15	25%	3	Feb 15 to Apr 15
Jan 16 to Feb 08	34%	2	Mar 15 to Apr 15

- \$100 enrollment fee per term
- Enroll by December 15 to prevent potential \$200 late fee
- Payment plans for 2021 Fall will open on July 1.
- Payments are automatically withdrawn 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** and **automatically mailed**. No pickup!
- 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 DeVal email.
- We email student when eRefund processes or check is mailed.
- 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, and Dining Hall.
- Student can use pending or actual financial aid credit balance to rent or buy textbooks in DeVal bookstore.
- Parent may purchase via [eAccounts](#), or by cash, check, or credit/debit card in our office.
- Never expire, but not refundable until graduation.
- [\*\*Click here to open a new Ram Dollars account or to purchase Ram Dollars with a financial aid credit balance.\*\*](#)
- <https://www.delval.edu/offices-services/bursars-office/ram-dollars>

# COMMUNICATION

- DeVal email = Official form of communication.
  - **Students: Read your DeVal 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: Electronically signed FERPA release.
  - Email: We reply to student's DeVal address.
  - Instruct student to forward emails from DeVal offices.

# STUDENT RESPONSIBILITIES

- Read and accept Student Financial Responsibilities Agreement online via Self-Service each term.
- Complete online health insurance waiver or enrollment.
- Log in to TouchNet using DeVal user ID & password.
  - Set up authorized users.
  - Sign up for eRefund.
  - View eBill and account balance starting November 15.
- Make payment arrangements by December 15, 2020.
- **Read your DeVal email daily!**



DELAWARE VALLEY  
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# 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.studentaid.gov](http://www.studentaid.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

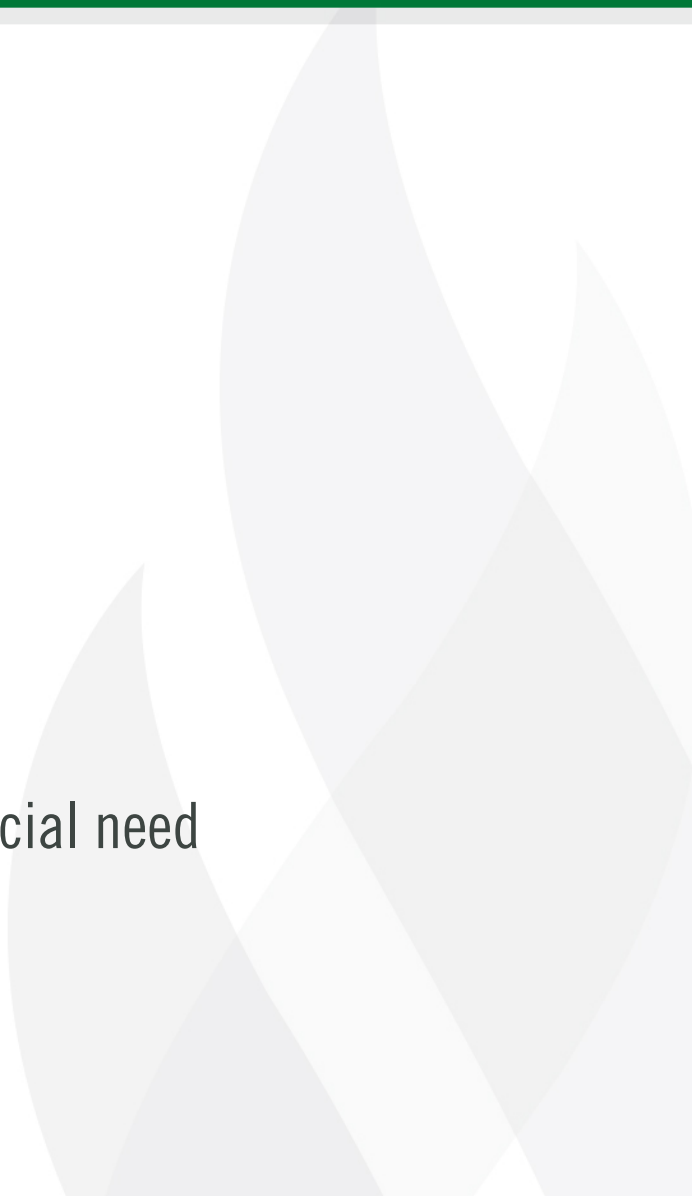
## PHEAA GRANTS: Pennsylvania State Grant

- Estimated until reviewed by the Aid Office
- 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**
- **Can opt out of program**
- **Can sign over earnings directly toward tuition if desired. Procedure is with Office of the Bursar**
- **If assigned you will receive an email with instructions from Human Resources or the Office of Financial Aid**

# 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**

# 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

# 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**



# FEDERAL DIRECT STUDENT LOANS

## All students are eligible!

- Subsidized, 2.75% fixed interest
- Unsubsidized 2.75% fixed interest
- Fee 1.057%
- **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
- [www.studentaid.gov](http://www.studentaid.gov) for more information and amounts

# FEDERAL DIRECT STUDENT LOANS

## New borrowers must complete

- Master Promissory Note (MPN)
- Entrance Counseling

[www.studentaid.gov](http://www.studentaid.gov)

## Transfer students

- MPN can transfer to DelVal in most cases
- OFA will notify you if there is an issue
- Entrance counseling - but strongly suggest repeating.

# 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 5.30% fixed, disbursement fee 4.228%
- Two steps to apply at [www.studentaid.gov](http://www.studentaid.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.
- [www.delval.edu/bursar](http://www.delval.edu/bursar) tuition and fees

# HOW MUCH TO BORROW?

- 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
- You can borrow only up the cost of attendance

Need help with the process? We are here to assist you!

# 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 DeVal 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

## [DeVal App Hub](#)

You can:

- View your Check List or To Do items !
- View your financial aid for the semester/year
- Accept your federal direct Loans or decline
- Learn about your awards
- Links to resources
- View your Satisfactory Academic Progress status

# 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 Educaion](#)

[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 [Complete Direct Loan Entrance Counseling](#)  
You completed the Direct Loan entrance counseling on 10/4/2017
- ⚠ Incomplete [Sign a Direct Loan Master Promissory Note](#)

# 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**

[www.delval.edu/finaid](http://www.delval.edu/finaid) How to Apply  
Individual zoom appointments available

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)