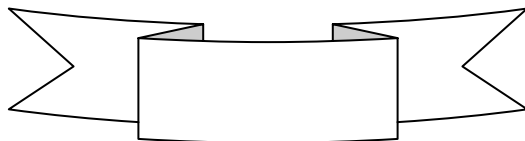




Cashiering/Student Accounts
Eppley Administration Building 109
Omaha, NE 68182-0292
(402) 554-2324

Welcome Students!

**The staff of Cashiering/Student Accounts
would like to take a moment to introduce ourselves
to you and bring to your attention
some of the services available
from our office.**



<http://cashiering.unomaha.edu>

Welcome to UNO:

This brochure outlines the services offered by the UNO Cashiering/Student Accounts and Perkins Loan Offices. Remember that we are here to help you understand the financial responsibilities necessary for you to successfully obtain a college education. While many of our policies can be found on our website at <http://cashiering.unomaha.edu>, we are glad to answer any questions that you may have concerning your UNO tuition and fees account, payment deadlines, refunds and Perkins Loan regulations.

You are asked to be knowledgeable of our payment deadlines and policies because you are the person responsible for your financial obligations to the University of Nebraska at Omaha. If you have any questions or concerns, we welcome a visit or phone call from our most valued customer ...**YOU!**

We look forward to working with you and we wish you much success in your academic career.

From the Management and Staff,
Cashiering/Student Accounts and Perkins Loan Offices.



Where to find us: Cashiering/Student Accounts

Eppley Administration Building, Room 109
6001 Dodge Street
Omaha, NE 68182-0292
(402) 554-2324 phone
(402) 554-3574 fax

<http://cashiering.unomaha.edu>

Office Hours: 8:00AM-5:00PM M-F (fall/spring)
7:30AM-4:30PM M-F (summer)

1. INFORMATION ON TUITION BALANCES-

First, and most importantly, we are here to help **you** understand your tuition statement. We will answer your questions, explain charges, and try to clarify your billings. We understand that many of our students' parents are the responsible party for paying the tuition, but please help us to explain to them that due to the Federal Education Rights to Privacy Act (FERPA) we cannot provide billing detail to them without your written permission.

Please visit the UNO web site for more information regarding FERPA and your enrollment and financial records.



2. **PAYING YOUR TUITION** – Tuition and fees for the Fall and Spring semesters are payable in two installments. During the second week of the semester you will receive a statement for payment of the first half of your tuition and fees. You will then receive a second statement during the fifth week of the semester. This statement is for payment of the balance of your tuition and fees. Tuition payments are due 18 days after the billing date.

Tuition and fee billing and payment due dates vary for summer classes. Please refer to our website for the most current billing information. A late payment fee will be assessed to an

account each time a payment is not received in our office by the due date.

UNO accepts cash, checks and credit card payments for tuition and fees. You can mail your check or credit card payment to our office, make your payment in person at the Cashiering/Student Accounts window, or make a credit card payment via the web at <http://cashiering.unomaha.edu>. A drop box, located beside the Cashiering/Student Accounts window, is available for payments until 10:00PM.

It is the student's responsibility to adhere to all UNO tuition and fee payment policies and due dates. This information is printed in the schedule of Student Billing Information brochure and can be found on the web at <http://cashiering.unomaha.edu>.



3. **CASHING PERSONAL CHECKS** – We will cash your personal check for a maximum of \$25.00 per day. You must have your current student ID. If you have a past-due balance, your check cashing privileges will be revoked until such debt is made current. If three or more of your checks are returned to UNO, your check cashing privileges will be revoked for a minimum of two years.



4. **BUS TICKETS** – Our office provides Metro Area Transit bus tickets for purchase as a convenience for our students. Prices are subject to change in accordance with MAT

policies and we are not authorized to issue refunds on unused tickets.

<http://cashiering.unomaha.edu>

FIND IT ON THE WEB:

- Tuition and Fees
 - Explanation of Current Tuition and Fees
 - Payment Due Dates
 - General Office Policies
- Access Your Tuition Account
- Print a Copy of Your Tuition Account Detail
- Pay Tuition and Fees with a Credit Card
- Office Hours
- How to Contact Our Office

All of this is easily accessible for you on the web. Just simply visit <http://cashiering.unomaha.edu>. To access your account and print a copy of your detail, you must further log in to E-BRUNO and provide your pin # for extra security.

Perkins Loan Office

Eppley Administration Building, Room 107
6001 Dodge Street
Omaha, NE 68182-0004
(402) 554-2657

The Perkins Loan Office is responsible for servicing the borrower's loan from the initial award by the UNO Financial Aid Office through repayment. The Perkins Loan Office conducts entrance and exit loan counseling sessions, maintains loan records, assists borrowers with deferment and cancellation benefits and will help borrowers with any questions or concerns they may have regarding their Perkins Loan with the University.

You can find out more about the Perkins Loan Program by visiting the Perkins Loan web site at <http://perkins.unomaha.edu>.

Again, if you have any questions, please stop in to visit with one of us and we will assist you in your college career.