

# Fall 2024 New Student Orientation



# Student Accounts Office

The Student Accounts Office is an office able to assist with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waivers, tax forms, outside scholarships, refunds, and more.

## Important Links:

- [Student Accounts Office Website](#)
- [Webpage for payment and account information](#)
- [Student self-service portal](#)

# Billing Due Dates & Late Fees

## Billing Due Date

- Fall 2024: August 1, 2024
- If you register after the billing due date, payment for your bill is due upon registration

\*You will be subject to a \$200 late fee if you have not made payment by the billing due date

# Billing & Payment

## Pay your bill online

- **What are the acceptable methods of payment?**
  - Check, Money Order, Wire Transfer, Fly Wire, Transfermate, Credit/Debit Card
- **Can payments be made over the phone?**
  - No. Payments can only be made online (credit/debit card or electronic check), in-person or via mail (check or money order)

# Billing & Payment

- **Payment Processing Center:**

- Payments may be made at the Student Accounts Office or mailed to:

Pace University Payment Processing Center  
161 William Street, 8<sup>th</sup> Floor, New York, NY 10038

- **Online Via the [www.pace.edu/pay](http://www.pace.edu/pay)**

- Electronic Check: requires Routing and Account Numbers
- Credit/Debit Card: 2.95% Service fee assessed by TouchNet.

- You can [view real-time information about your account and access our 'Bill on Demand' feature](#)

- Students are informed via their Pace-issued email once their semester bill is available

# Payment Plans

**Payment Plans for Fall 2024 are available through the payment portal.**

## **Enrollment Information**

- To Enroll in a Payment Plan, go to the Payment Portal at [www.pace.edu/pay](http://www.pace.edu/pay)
- Log in and select “Enroll in payment plan” to review payment options.

Get more [information on billing and payment and payment plans](#)

# Payment Portal Navigation

## Payment Portal Home page

- Make a payment
- Enroll in a payment plan
- Access your Bill on Demand
- View Account Activity
- Add an Authorized User

The screenshot shows the PACE University Payment Portal Home page. At the top left is the PACE UNIVERSITY logo. To the right is a 'Logout' link with an external icon. Below the logo is a dark blue navigation bar with a home icon and links for 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three columns. The left column is titled 'Announcement' and contains a 'Bill on Demand' section with a link and a paragraph of text, followed by a 'Fall '21 Payment Plans' section with a paragraph and a link for 'Application for Deferred Payment Plan'. The middle column is titled 'Student Account' and shows a table with three rows: 'Balance' (\$24,565.00), 'Estimated Financial Aid' (\$15,300.00), and 'Balance Including Estimated Aid' (\$9,265.00). Below the table are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The right column is titled 'My Profile Setup' and contains five links: 'Authorized Users', 'Personal Profile', 'Security Settings', and 'Consents and Agreements'. Below this is a 'Term Balances' section with a table showing 'Spring 2022' with a balance of '\$9,265.00'. At the bottom right of the page, there is a small 'Powered by' logo.

**PACE UNIVERSITY** Logout

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Help](#)

### Announcement

[Bill on Demand](#)

Access a student-copy of your semester billing statement.

At this time, only students can access this application. Financial aid credits on your bill are dependent on fulfilling its requirements. Financial aid funds are updated towards bills by the end of each business day.

### Fall '21 Payment Plans

Fall '21 semester's Standard and Extended payment plans are available for open enrollment via the *Payment Plans* link in the upper heading section of this webpage.

In addition to Standard and Extended payment plans, we now offer Deferred payment plans.

Students expecting reimbursement from their employer or sponsor may apply to defer payment.

[Application for Deferred Payment Plan](#)

*\*Students with employers or sponsors that can be invoiced directly by Pace should provide Student Accounts Office with the sponsorship letter from the third party that will pay their bill. The letter can be emailed to [SponsoredBilling@pace.edu](mailto:SponsoredBilling@pace.edu)*

### Student Account

ID: xxxxx

Balance	\$24,565.00
Estimated Financial Aid	\$15,300.00
Balance Including Estimated Aid	\$9,265.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

### My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Security Settings](#)
- [Consents and Agreements](#)

### Term Balances

Spring 2022	\$9,265.00
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# Sponsored Billing

**Sponsored students are those whose educations at Pace University are funded directly by a third party, called a sponsor.**

- Examples of sponsors are:
  - Employers
  - educational institutions
  - government agencies
  - Foundations
  - grant-makers
  - or other institutional sources

Students should provide Student Accounts Office the sponsorship letter from the third party that will pay their bill. The letter can be emailed to [Sponsoredbilling@pace.edu](mailto:Sponsoredbilling@pace.edu)



# Health Insurance

- **Student must submit a health insurance waiver each new ACADEMIC year.**
- Health Insurance Waivers can be completed online via the MyPace Portal.
  - Log onto My Pace Portal
  - Select the “Student Home” Tab
  - Select the blue box labeled “Health Insurance”
  - \*Please allow 24 hours from submission for your account to update.
- International Students must complete the waiver through [mystudentmedical.com](https://mystudentmedical.com)
  - \*Please allow the insurance carrier up to 30 days to review your waiver and inform you if the waiver was approved or denied.
- **Health Insurance Waiver Deadline Fall 2024:** September 20, 2024
- Please visit <https://www.pace.edu/health-insurance>, for more information regarding the health insurance coverage offered by Pace University.

# NYS Aid & Outside Scholarships

- For New York State residents seeking New York State Aid, students must apply through [New York State Higher Education Services Corporation \(HESC \) website](#)
- If a student intends to receive an outside scholarship, they should ensure that they provide a letter informing the Student Accounts Office of the anticipated scholarship amount
- All outside scholarship payments should be mailed to the Payment Processing Center

# Immunization Compliance

**Students must be compliant with New York State's MMR and meningitis requirements to access campus for the Fall 2024 term.**

# Immunization Compliance

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, submit proof/documentation of immunization.

## MMR

- Measles: Two (2) doses given after your first birthday and at least 28 days apart (the first dose is considered Day 0)
- Mumps: 1 dose after first birthday
- Rubella: 1 dose after first birthday
- Or, show proof of immunity to measles, mumps and rubella by taking a blood antibody titer test.

## Meningitis

- Students must also document that they either have received the meningitis vaccine within the last five years or have declined to receive it.

Get more information regarding [New York State immunization requirements](#)

# Immunization Compliance

- **Fall 2024 Deadline:** August 1, 2024
- All students must submit all proof/documentation of their immunization records through the patient portal website: [www.pace.edu/patientportal](http://www.pace.edu/patientportal)
- Please allow 7 business days for immunization document submission to be reviewed and your account updated. Students will be notified by email when documents have been reviewed.
- Contact us by email at [immunization@pace.edu](mailto:immunization@pace.edu) or call (914) 422-4699 with questions regarding your immunization document submission.

# Contact Student Accounts

**Email:** [studentaccounts@pace.edu](mailto:studentaccounts@pace.edu)

**Phone:** (877) 672-1830

[Schedule an Appointment](#)