

This information is intended for students enrolled in  
International Food Law courses  
through the MSU Lifelong Education Program

**MSU Electronic Billing & Payment Services**  
For further details, questions or updates, please see:

[Student Accounts](#)

[Student & Parent Frequently Asked Questions](#)

[Video of Billing Process](#)

[Payment Options](#)

**General Information:**

MSU provides all students and the guest(s) they authorized with electronic bills available in [STUINFO](#). MSU does not mail paper tuition statements.

**NOTE:** Each student account must be paid with a [separate check or money order](#) and corresponding payment coupon. Paying multiple accounts with one check or money order will result in the payment being applied to only one account and a possible drop of classes or additional fees charged to the other accounts.

**Tuition statements for fall semester 2015 will be available online starting July 25, 2015, with the initial payment due August 13<sup>th</sup> – please diary your calendar.**

**Thereafter, see the following schedule:**

<http://ctrl.msu.edu/COStudentAccounts/FeePaymentSchedule.aspx>. Students are given two weeks after the tuition statement is posted online in [STUINFO](#) or two weeks after enrollment to make payment arrangements. **If you do not pay your Registration Bill by the due date, you risk being charged a Late Registration Fee of up to \$50 and possible disenrollment.** If you do not pay your bill by the due date, you will be charged a \$25 late payment fee on a monthly basis until the balance has been paid. In addition, interest will continue to accrue on your unpaid tuition balance if you have a tuition deferment. **Note: see the registration requirement dates, additional fees, and due date for initial payment of the initial one-half of your tuition if you plan to [defer payment](#) up to one-half of your tuition.**

<http://ctrl.msu.edu/COStudentAccounts/PaymentPlan.aspx?ID=Summer>

[Activate your MSU email account](#) at:

- [“Activate Your NetID”](#) [May be accessed 24 business hours after enrollment. Be sure all three checkboxes are checked.]

- Once the account has been activated notices will be sent for all bills created after the account has been activated.
- Email subject line – MSU eBill Notification [Note: the tuition statement will be available through [STUINFO](#) not sent to you through MSU email.]

### [STUINFO](#)

Is a gateway to student records for many types of users.

- Login to [STUINFO](#).
- You will need your MSU NetID and password. Your MSUNetID is your MSU email address before the @ sign (usually eight characters).
- Also while in [STUINFO](#), you will need to "**Confirm Attendance**" or your enrollment may later be dropped. Click on "**confirm attendance**". That should take you to another screen with instructions. On the left hand side of that screen, you will see a column titled "Action". You should see the word "**Completed**" in that column. If you do not see "**Completed**", then you should click on the green button that is there instead of the word "**Completed**". If you have any trouble, you can contact the Student Accounts Office at 517-355-8380.

View Bills - Select menu item Online Bill Viewing

- Adobe is required to view the bills
- Free Adobe download link provided on bill viewing screen
- Example of tuition statement: [Registration Bill](#)
- View [STUINFO](#) "**Account Detail**" for an itemization of tuition, fees, payments received or waivers. You will be able to print your online billing statement for your records and receipt.

Pay Bills – Select menu item [Online Bill Payment](#)

“Payment Questions” Upon enrollment, students will have three weeks to make arrangements for the initial payment.

- Credit Card: Payment by **VISA, Master Card, American Express** and **Discover credit cards** are accepted. Note: A non-refundable “convenience fee” will be charged for credit card payments (Example: The current rate for fall semester 2015 is 2.3% or approximately: \$46.35/course (Michigan Resident)  
\$59.39/course (non-Michigan resident)  
for a three credit course using the **Lifelong Education Program** tuition rates.) [Note: The “convenience” fee is the credit card fee charged by the credit card company. **This fee may not show on your MSU tuition statement**, but the additional amount will be indicated in the total on your credit card statement. Please make note of the amount prior to approving your credit card payment as we do not have access to the amount.] Also, be sure to “Confirm Attendance” while in [STUINFO](#).  
**[Note: if you are an international student and the credit card payment will not allow your telephone number because of too many characters, fill in the space with all 9’s – Example: 999-999-9999 ]**

- Electronic (ACH) Payment transfer from a US checking or savings account – free service
- Mail Check or Money Order Payment:  
If you choose not to pay the bill electronically, the Payment Coupon that MUST accompany your payment can be obtained under [STUINFO](#) menu item Pay Bill, “Instructions to Mail Payments”. Cut and send the bottom portion of the page with a check, money order, traveler’s check, or cashier’s check [credit card checks for U.S. accounts only may be used for payment *only through the mail* (not electronically)] to:  
*Michigan State University  
Student Accounts  
16625 Collections Center Drive  
Chicago, IL 60693-6625*
- Wire Payment
  - A. **New wire transfer program starting 2014** – lowest cost wire payment method: See information at:  
<http://ctrl.msu.edu/download/studentaccounts/InternationalPayment.pdf>
  - B. Alternatively: <http://ctrl.msu.edu/combp/mbp15EBS.aspx#XIII>
    - University's bank, Bank of America, 2600 W. Big Beaver Rd, Troy, MI 48084, marked as payable to "Michigan State University." The indicated ABA routing number is 026009593 and bank account number is 1935-218139.
    - If the wire is originating from outside the United States, the Swift Code is BOFAUS3N and if requested, the CHIPS (Clearing House Interbank Payments System) participant number is 0959.
    - **Please email the Cashier's Office to inform them that you are sending a wire. In your email, include: 1) student's name and PID, 2) the amount you are sending, 3) where the wire is originating from and 4) that the wire is intended for your Student Account.** Transfers coming from outside the United States may take as long as 10-15 business days to be credited to the University's bank account.
    - **It is also the sending parties' responsibility to include enough funds in their transfer to cover all fees associated with the wire transfer. [There are usually at least two fees – your bank fee and the receiving bank fee – and these run a total of approximately \$40 - \$60. You are responsible for the payment of both fees.]**
- Third-party invoicing or guest access for payment of tuition is also available.
- MSU’s Federal Tax Id is 38-6005984 and the DUNS number is 556256436.

<http://ctrl.msu.edu/comp/mbp15EBS.aspx#XIII>

## XV. Incoming Electronic Funds Transfers/Wire Transfers/ACHs

- A. The University accepts electronic transfers of funds as payment for outstanding student, departmental and sponsored project obligations. These transfers may be in the form of electronic checks (ACHs) or wire transfers. The information below may be provided to those interested in making payment by one of these means.
- B. All transfers should be addressed to the University's bank, Bank of America, 2600 W. Big Beaver Rd, Troy, MI 48084. For transfers originating outside the United States, the Swift Code is BOFAUS3N and, if requested, the CHIPS (Clearing House Interbank Payments System) participant number is 0959. At present, the United States does not participate in IBAN (International Bank Account Number). Therefore, Bank of America does not have an IBAN number.
- C. Effective October 20, 2008, the ACH and Wires are processed through different ABA routing numbers. Please verify the appropriate routing information before submitting your electronic funds transfer request.
- D. Unless the transfer relates to a Contract and Grant Administration account, the following information should be used:
1. Transfers should be marked as payable to "Michigan State University."
  2. The ABA Routing and related Bank Account numbers are:
    - a. For ACH: 071000039 Bank Account Number: 1935218139
    - b. For Wire: 026009593 Bank Account Number: 1935218139
  3. If the transfer is for a student account, the sending party should reference the student's name and PID (student number).
  4. If the transfer is for a department, the sending party should reference the MSU contact person, the name of the department, and the MSU account number to credit.
  5. To facilitate prompt deposit to the appropriate MSU account, please email the Cashier's Office at the address below providing the sender's name, amount being sent, MSU contact person and MSU account number to credit.
  6. Inquiries regarding non-CGA transfers should be directed to the Cashier's Office via email at [incomingwires@ctrl.msu.edu](mailto:incomingwires@ctrl.msu.edu).
- E. Specific Instructions for Contract and Grant Administration EFTs
1. Transfers should be marked as payable to "Michigan State University Contract and Grant Administration."
  2. The ABA Routing and related Bank Account numbers are:
    - a. For ACH: 071000039 Bank Account Number: 5405652115
    - b. For Wire: 026009593 Bank Account Number: 5405652115

3. The sending party should include the following information in the ACH or Wire reference section: MSU account number and invoice number(s), name of the CGA contact person, Funding (paying) agency and agreement number.
4. Inquiries regarding transfers for CGA should be directed to the CGA Accounts Receivable unit at [ar@cga.msu.edu](mailto:ar@cga.msu.edu).

F. Additional Federal Coding Information (DUNS/CAGE)

1. The bank account number 1935218139 is registered to the related DUNS number 556256436 and CAGE code 1M6V8, located at Hannah Administration Building, 426 Auditorium Road Rm 110, East Lansing, Michigan 48824-1046.
2. The Contract and Grant Administration bank account number 5405652115 is registered to the related DUNS number 193247145 and CAGE code 4B834, located at Hannah Administration Building, 426 Auditorium Road Rm 301, East Lansing, Michigan 48824-1046.

G. Additional International Transfer Information

1. Transfers originating outside the United States may take 10–15 business days to be credited to the University's bank account. Funds will not be posted to a University or student account until received by the University's bank.
2. It is the sender's responsibility to cover all transfer fees, including any third-party bank transfer fees.

### ***Deferred payment plan***

You may choose the deferred payment plan if you maintain a good credit record with the university. You may defer up to one-half of your tuition (including tuition-related fees) and up to two-thirds of your room and board charges. The deferrable amounts are outlined on the registration bill.

For Deferred Payment information, please see:

1. [Does the University offer any payment plans?](#)
2. [Deferred Payment Plan](#)
3. [Student Accounts](#)

### ***Charges associated with the deferred payment plan***

**A \$10 fee will be charged whenever you defer tuition for a semester. There is also a finance charge of 1% per month (12 % Annual Percentage Rate) on any unpaid tuition balance. You will be charged additional fees for late payments.**

#### **Bill due dates (all dates approximate):**

- Summer semester
  - April 28: full payment (or **initial payment if deferring**)
  - Check schedule for deferred payment
- Fall semester
  - Mid-August: full payment (or **initial payment if deferring**)
  - October 1: first deferred payment

- November 1: second deferred payment
- Spring semester
  - Mid-December: full payment (or **initial payment if deferring**)
  - February 1: first deferred payment
  - March 1: second deferred payment

### Paying Deferred Installments Late

- \$25.00 late payment charge whenever either installment for the semester is paid after the due date. (The \$25 late charge is applied monthly on past due balances.)
- You will be held from enrolling and registering for a future semester whenever current semester payment plan payments are past due. Failure to make deferred payments on a timely basis may also result in the loss of the opportunity to establish a payment plan in future semesters.

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EMAIL: [Schlenke@ctrl.msu.edu](mailto:Schlenke@ctrl.msu.edu)  
Student Billing & Receivables: [Student.receivables@ctrl.msu.edu](mailto:Student.receivables@ctrl.msu.edu)

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### Recommended Reading for Tuition Reimbursement:

[Paying Worker Tuition Can Help Business](#) by Joyce M. Rosenberg

[Why Companies Pay for College](#)

[How to Convince Your Employer to Pay for Your Education - Tuition Reimbursement, Tuition Assistance, and Business-College Partnerships](#) by Jamie Littlefield

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**Contact:**

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**Institute for Food Laws & Regulations**  
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G. Malcolm Trout FSHN Building  
East Lansing, MI 48824-1224  
Telephone: (517) 355-8295  
Fax: (517) 432-1492  
Email: [IFLR@anr.msu.edu](mailto:IFLR@anr.msu.edu)  
Web: <http://www.iflr.msu.edu>

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April Moore or Karen Brown  
MSU Registrar's Office  
[Mooreap@msu.edu](mailto:Mooreap@msu.edu)  
[Brownka@msu.edu](mailto:Brownka@msu.edu)

[Student & Parent Frequently Asked Questions](#)

[STUDENT ACCOUNTS](#)

**MSU Student Accounts**

Hannah Admin Bldg, 426 Auditorium Rd Rm 140, East Lansing, MI 48824

Telephone Numbers / Email

Student Billing & Receivables: 517-355-3343

Email: [student.receivables@ctrl.msu.edu](mailto:student.receivables@ctrl.msu.edu)

Fees, Sponsored Aid & Fellowships: 517 355-5050

Email: [student.accounts@ctrl.msu.edu](mailto:student.accounts@ctrl.msu.edu)

Toll-Free: 1-800-775-4323

Fax: 517-353-9640

[Student Accounts Staff](#)