

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](#)

[Student Accounts Presentation \(pdf\) "New"](#)

[Guest Access Video](#)

[Student Account Presentation](#)

[Billing & Registration Information](#)

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 spring semester 2017 will be available online starting November 11th, with the initial payment due December 9, 2016 – please diary your calendar. 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/COSStudentAccounts/paymentPlan.aspx>

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” of **approximately 2.5%** [subject to change without notice] will be charged for credit card payments (Example:
\$52.39 (Michigan Resident)
\$67.14 (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]
<http://www.ctlr.msu.edu/COStudentAccounts/MethodsofPayment.aspx>

- 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 - Wire information can be found in [StuInfo](#).
 - A. **New wire transfer program starting 2014** – lowest cost wire payment method: See information at:
<http://ctlr.msu.edu/download/studentaccounts/InternationalPayment.pdf>
 - B. Alternatively: <http://ctlr.msu.edu/combp/mbp15EBS.aspx#XIII>

XV. Incoming Electronic Funds Transfers/Wire Transfers/ACHs

1. 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.

Bank Name: Bank of America
Bank Address: 2600 W Big Beaver Rd
Troy MI 48084
Beneficiary: Michigan State University
Beneficiary Address: Hannah Administration Bldg
426 Auditorium Rd Rm 110
East Lansing MI 48824
Bank Identifiers:
wire routing number – 026009593
ACH routing number – 071000039
Swift Code – BOFAUS3N
CHIPS participant number – 0959

Account Numbers: 1935218139
DO NOT USE THIS ONE: 5405652115 (Contracts & Grants-related payments only)
Account Type: Business Checking
Remittance Info: Please include the department name, department contact name, and/or department account number in the reference

2. Departments should notify the Cashier's Office and/or Contracts & Grants Administration at incomingwires@ctrl.msu.edu or cashmanagement@cga.msu.edu when expecting an EFT/ACH/wire transfer payment. Email should include the sender, amount being sent and account for deposit. EFT payments are often received without the appropriate remittance information. Department communication of expected funds is critical to timely deposit to your account.
3. For inquiries regarding incoming EFT payments, please contact the Cashier's Office at incomingwires@ctrl.msu.edu. Inquiries related to Contracts & Grants payments can be directed to cashmanagement@cga.msu.edu.
4. 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. **DO NOT USE THIS ONE** 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 2, East Lansing, Michigan 48824-1046.
5. 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 international bank transfer fees, including any third-party bank transfer fees.**
 3. IBAN (International Bank Account Number): The United States does not participate in the IBAN routing system, thus Bank of America does not have an IBAN number.
 4. Account verification documentation: Vendor EFT setup forms will often request a copy of a voided check, a deposit ticket or a bank letter to confirm account information. Please contact the Cashier's Office at incomingwires@ctrl.msu.edu for this documentation.

- 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.

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):

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

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.

Laurie K. Schlenke
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Michigan State University
140 Administration Building
East Lansing, MI 48824
PHONE: (517) 355-5050
FAX: (517) 353-9640
EMAIL: Schlenke@ctrl.msu.edu
Student Billing & Receivables: Student.receivables@ctrl.msu.edu

Recommended Reading for Tuition Reimbursement:

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

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

Contact:

Mary Anne Verleger, Course Manager
Neal D. Fortin, Director
Institute for Food Laws & Regulations
Michigan State University
469 Wilson Road, Suite 139,
G. Malcolm Trout FSHN Building
East Lansing, MI 48824-1224
Telephone: (517) 355-8295
Fax: (517) 432-1492
Email: IFLR@anr.msu.edu
Web: <http://www.iflr.msu.edu>

April Moore or Karen Brown
MSU Registrar's Office
Mooreap@msu.edu
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

Fees, Sponsored Aid & Fellowships: 517 355-5050

Email: student.accounts@ctrl.msu.edu

Toll-Free: 1-800-775-4323

Fax: 517-353-9640

[Student Accounts Staff](#)