

Rutgers Term Bill Payment Instructions

For RU Students:

Rutgers Global–Study Abroad will email you once you have been registered to study abroad. Rutgers Student Accounting will email you when your term bill is ready to be reviewed and settled.

- Check your email! Log into your [term bill](#).
- Review your term bill and let us know IMMEDIATELY if there are any errors. Your term bill will show the billable program cost (the figure posted on your program’s brochure page).

Understanding your Financial Aid:

- Award Letters are being processed by Rutgers Financial Aid Office (OFA). You MUST make sure you submit all your financial documents and you can check the [status](#).
- Log into your [Award Letter](#).
- If you will be receiving any financial aid and/or scholarships, they will appear on your award letter. Rutgers Financial Aid will update your award letter as they process your information.
- You must **confirm your attendance** (see FAQs) in order for all your financial aid and scholarships to post to your term bill.

How to Pay your Term Bill:

Log into your term bill.

Your study abroad term bill will only have one-line item for Program Cost.

- If there are housing, meal plan or other charges on your account, please reference the FAQs for further assistance.
- The program deposit you paid to secure your spot on the program will appear as payment on your term bill and may be posted after your due date.
- You will settle your term bill just like you would during a regular semester at Rutgers.
- It is imperative that you pay what you owe (see FAQs). You will not be held accountable for the late fee as long as you pay what you owe for your term bill by the stated due date on your term bill.
 - A. *If you are awarded more than the cost of your term bill:*
 - i. You can confirm your attendance online.
 - ii. If your financial aid has not been posted on your term bill but on your award letter, then you print your term bill, your award letter and go to the Cashier’s Office to confirm your attendance.
 - B. *If you are awarded less than the cost of the term bill:*
 - i. Apply for additional loans if needed (see FAQs).
 - ii. If the program deposit has not been posted, then pay the difference by clicking on the Bill Payment Link below the total amount owed. Then click on the box next to “I have an external scholarship/third party payment” and reduce the principal amount owed. Then click on Verify Payment Adjustments and this will take you to a screen where you can pay your term bill.
 - C. If you are paying your term bill by making a payment or through a [payment plan](#), you will follow the same process as though you were paying for a semester. Please remember to deduct the deposit amount before submitting the payment.

CALCULATING THE AMOUNT YOU OWE
Use your Award Letter to know how much you owe against your term bill.

For example:

The total for your award letter is \$13,500 and your term bill balance is \$14,600. The deposit has not been posted so it is \$14,600-\$800 = \$13,800 balance. You owe \$13,800-\$13,500= \$300. You must make a payment of \$300 in order to confirm your attendance.

If you are expecting a refund, then we strongly suggest setting up [RU ScholarRefund](#) (see FAQs).

You MUST pay the balance of your term bill by the stated due date. If you pay after the due date, you will be responsible for the late fee and you will be in danger of being deregistered.

IF YOU HAVE QUESTIONS ON HOW TO PAY YOUR TERM BILL, CONTACT RUTGERS STUDENT ACCOUNTING. IF YOU HAVE QUESTIONS ABOUT THE CHARGES ON YOUR TERM BILL, CONTACT RUTGERS GLOBAL–STUDY ABROAD.