

Online Payments

Students: Students have the convenience of making electronic payments to their tuition accounts on WebAdvisor. This option is available 24 hours a day. You are never limited to paying the Cashier in person or making a phone payment during office hours, or sending a payment by mail. To make an online payment, log in to WebAdvisor, proceed to the Current Students menu and select "Make A Payment" in the 'Financial Information' Section, then click on "Pay On My Account". You will then have the choice of paying by Visa, American Express, Master Card, or Discover credit cards or of making an E-Check payment directly from your checking account. To pay by credit card, be prepared to enter the card number, expiration date, security code, name on the card, and the billing address. To pay by E-Check, be prepared to enter the routing number, account number, check number, name on check, and address. There will be prompts to help you.

NOTE: *Anyone who uses a credit card to pay a tuition account will be charged a non-refundable convenience fee equal to 2.45% of the transaction. 100% of this fee is retained by the processor and related banks that are providing the credit card service; therefore, the fee will not appear on the student's USciences account. The fee will pertain to any credit card payment made on a student account whether by mail, phone, Cashier's Office, WebAdvisor, or Payment Gateway. E-Check payments made on WebAdvisor or Payment Gateway will not be charged a convenience fee. If you have any questions about making a web payment contact 215-596-8857.*

Family Members or Other Non Students: Another electronic payment option, the USciences Payment Gateway, <https://payments.usciences.edu>, allows parents, family members, or others to make online payments directly 24 hours a day, without requiring the student to access WebAdvisor. The Gateway processes payments for tuition accounts, and for USciences Devils Dollars (formerly All Campus Account/One Card) purchases. Detailed information about these transactions will be available at the Gateway web page. The convenience fee policy noted above will also apply to credit card payments (Visa, American Express, Master Card and Discover) made at the Gateway, but not for an E-Check payment. If you have any questions about making a Gateway Payment, contact 215-596-8857.

Email Notice of Balances Due: Statement availability will be sent electronically to all students. Starting in September, all students will receive periodic emails notifying them of balances due, with link to WebAdvisor for access to online statements. The emails will be sent only to a student's official USciences email address, and students will be responsible for retrieving these emails, and making payments, taking Financial Aid action, and/or notifying family members that may be assisting with their finances. **Therefore, it is crucial that each student is able to access their email account and has a valid log-in to WebAdvisor.**

Student Accounts: For information about billing and payments contact 215-596-8860. If you are interested in installment plans offered by Nelnet, formerly TMS, and you want more information about how the plan relates to your student account also call 215-596-8860.

Important Contact Numbers

Financial Aid Office: 215-596-8894 or financialaid@usciences.edu

ID's, OneCard and Parking: Terry Reilly 215-596-8946 or t.reilly@usciences.edu

Meal Plan/Dining Services, Vending and Bookstore: Mary Policastro 215-596-8901 or m.policastro@usciences.edu

IT Help Desk Information: 215-596-7575 or helpdesk@usciences.edu

For information on the new and improved email system, go to: usciences.edu/email

For any questions, contact: Student Accounts

Kline Hall
Room 107 and Room 109
215-596-8860
studentaccounts@usciences.edu

To make a payment, contact: Cashier

Kline Hall Room 108
215-596-8857
cashier@usciences.edu

Billing for University Housing

Incoming students living in the residence halls will see a charge for a double-occupancy room. Residence Life will inform students of their actual room assignments during the second week of July. Any changes in the room rate will appear on an updated statement.

Online Statements

Real-time billing statements are available to students on WebAdvisor. To view log in to WebAdvisor, and proceed to the Current Student menu. Select "My Tuition Account Statement" in the 'Financial Information' Section. You can view current term detail by leaving the date field blank. To view prior term detail enter any date you choose. The online statement provides up-to-the-minute information.

**Nelnet, formerly
Tuition Management Systems**
1-800-722-4867
usciences.afford.com

FAQ for Student Account's and Cashier's Offices

I don't see my loans on my statement, why is this?

Your Federal Direct Loans will be deducted from your bill at the start of each semester, provided that you have completed all necessary paperwork.

Why is my housing deposit not showing on my bill?

Housing deposits are tracked in a separate account, much like the security deposit paid to a landlord. When a student moves out of university housing after fully completing a housing contract, the deposit is refunded, less any damage charges.

I have been charged a Comprehensive Fee, what is this for?

The Comprehensive Fee is a fee that supports a series of ancillary services and expenses including but not limited to: recreational facilities, student events & programs, student associations & groups, and technology.

What are my payment options for tuition?

Cash, Check, Credit Card (Visa, American Express, Discover, and Master Card), and Electronic Check. Please note anyone who uses a credit card to pay a tuition account will be charged a non-refundable convenience fee equal to 2.45% of the transaction. Electronic Checks have no convenience fee.

Can I set up a payment plan to pay for my tuition?

Yes, the university has payment plan options for your convenience, through NelNet, formerly Tuition Management Systems. 1-888-572-8985 or <https://usciences.afford.com/>

I'm a Grad Student whose tuition will be covered by Tuition Reimbursement. Do I have to pay out of pocket for tuition?

If your employer has an agreement with USciences to pay the school directly, you will not be required to pay in advance. If your employer reimburses you according to an agreement between you and the employer then you will be required to pay the school at the specified deadline. You should feel free to contact the Director of Student Accounting Services to discuss strategies for meeting this obligation.

How can I make a payment to my tuition account?

The preferred payment method is online for your convenience, which can be done 24 hours a day 7 days a week. The other payment options are in person, by mail, and by phone. Online payments made by students can be done through Web Advisor. Online payments made by family members can be done through Payment Gateway at: <https://payments.usciences.edu>.

Our Mailing Address Is:
University of the Sciences
Cashier Mailbox 91
600 South 43rd Street
Philadelphia, PA 19104