

PAYMENT PROCEDURES

If you register for classes on or before May 8, 2024, an email notification will be sent to your ISU email address and to the email address provided by authorized users, if applicable. The email will alert you when a new bill is available for viewing in the ISU Student Account Suite at www.indstate.edu/payisu.

Two payment plan options exist from which you may choose—the Single Payment Plan, or the Variable Payment Plan. **Should your bill not reach you, you will still be responsible for paying by the deadline dates associated with the plan of your choice.**

The Single Payment Plan requires full payment of academic and mandatory fees* by the dates listed below or a \$30.00 Payment Plan Fee will be automatically assessed.

If you initial register:	Variable Payment Plan Fee Assessed:
On or before May 20	May 20, 2024
Between May 21 – June 10	June 10, 2024
Between June 11 – July 8	July 8, 2024

The Variable Payment Plan allows you the flexibility of determining the amount and timing of your payments, requiring only that your account be paid in full no later than July 8, 2024. A \$30.00 Variable Payment Plan Fee will automatically be assessed if academic and mandatory fees* remain unpaid as of the dates listed above.

If you register after May 8, 2024, you can access a current account summary through your MyISU Portal under the Student Self-Service badge. **Bills may not be generated until after the Variable Payment Plan Fee has gone into effect.** You may choose from the two payment plan options described above.

*Includes distance delivery, recreation center fee, and/or health and wellness fee, etc. Excludes course/program fees, Non-term based Independent Study, Study Abroad, or Non-credit, and normally excludes non-web registered outreach courses.

PAYMENT METHODS

Payments can be made via the web at: www.indstate.edu/payisu by e-check, wire transfer and credit/debit card. Students/payors choosing to pay with credit/debit cards in the student account suite (www.indstate.edu/payisu) using **domestic** MasterCard, Discover, VISA, JCB or American Express will be charged a non-refundable, per transaction service fee of 2.95% of the payment amount (minimum \$3.00 fee) by the third-party credit card processor. **International** MasterCard, Discover, VISA, JCB and American Express cards will see a service fee of 4.25% (minimum \$3.00 fee). Indiana State University does not receive any part of the service fee.

Credit/debit card payment option will only be available as an online service via the student account suite (www.indstate.edu/payisu). Payments using a credit/debit card are not accepted by phone, mail or in person by the Bursar's Office. This is a security measure that ensures confidentiality of your payment information.

To avoid paying the service fee when paying online, the electronic check (e-check/ACH) payment method in the student account suite (www.indstate.edu/payisu) may be used by providing your bank account routing and account numbers for checking or savings accounts.

Payment by paper check, inclusive of student name and University ID number, may be mailed to: Indiana State University, Office of the Controller, Account Analysts, Parsons Hall, Room P100, 200 North 7th Street, Terre Haute, IN 47809. **Postmark dates will not be used in determining the date received.**

Also, for your convenience, an Office of the Controller Depository (payment drop box) is located on the north side of Parsons Hall. Should you choose to pay by mail or the payment drop box, please write your University ID number on your paper check. For additional information call the Office of the Controller, 812-237-3511, or e-mail to: ISU-Bursar@indstate.edu.

COLLECTIONS PROCESS

If you do not pay your account in full in accordance with the "Payment Procedures" section, you will be subject to the Collections Process, which may result in assignment to University Collections Specialists. If you are assigned to University Collections Specialists:

- You will be prohibited from registering for future terms; and
- You will have a \$55 late fee added to your account.