



SIENA HEIGHTS UNIVERSITY
Adrian, Michigan

FINANCIAL AGREEMENT

INTERNATIONAL UNDERGRADUATE STUDENTS | Fall 2024

STUDENT NAME _____ ID# _____

Please verify that you have completed all required steps to finalize your Fall 2024 student account. Select one of the options below and sign.
Full Payment, Installment Payment Plan, or applicable combinations must cover your balance.

Payment Options:

Full Payment (Preferred Option): Fall Due Date: August 1, 2024

Installment Payment Plan: Enrollment by July 19 for 5 Pay-payment plan

The Transact installment payment plans are the only plans now available at Siena Heights University.

- To enroll, go to the MySiena portal under the heading "Paying or college" and follow the link for Transact Payments.
- If a parent or other third party will be making payments to your account students must send a Payer Invitation.

ALL INSTALLMENT PLAN PAYMENTS MUST BE MADE ONLINE TO RECEIVE PROPER CREDIT!

Cost to enroll is \$25 per session (the enrollment fee is non-refundable)

\$10.00 late payment fee will be applied after a 5-day grace period.

Payment Methods:

Online Directions for making an International Payment online:

1. Login to your MySiena portal
 2. Under the heading "Paying for College", Click on "Transact (formerly CASHNet) ePayments and Pay Plan."
 3. Under "Student Finance Center" click on "Transact (formerly CASHNet) ePayments."
 4. On "Overview" screen click on "Make a Payment."
 5. Enter the amount you would like to pay in the "Amount" box
 6. Choose the correct semester from the drop-down box for the semester you are paying on
 7. Scroll down and click on "Checkout."
 8. Click on the International Payment button
 9. Choose your Country and payment option
 10. Follow the step-by-step instructions
- If a parent or other third party will be making payments to your account, students must send a Payer Invitation. Payers should be directed to MySiena to follow the quick link *Pay Bill Online*
 - The service fee for international card payment will be 4.25%
 - The minimum service fee for card transactions over \$20 and less than \$106 will be \$3.

Certified Check (Canada only)

- In person: Certified Check made out to Siena Heights University
- By Mail: Certified Check made out to Siena Heights University, addressed to the Attn: Student Financial Services, Patricia A. Erickson Enrollment & Welcome Center, Room 143, 1247 E. Siena Heights Dr., Adrian, MI 49221 and include your student ID # on the check.

Other (Please specify and attach all documentation if applicable)

ACCOUNT BALANCES NOT COVERED WILL BE ASSESSED A \$300 DEFERRED PAYMENT FEE

I hereby acknowledge responsibility for any balance due to Siena Heights University for the student named above. I understand that the Siena Heights University Student Financial Services reserves the right to correct all errors in computation and adjust my student account accordingly. I also understand that failure to return this form with the appropriate payment **by each semester due date will result in a \$300 deferred payment fee.** Failure to pay my overdue account balance may result in my account being sent to a collection agency. I understand that I will be responsible for any collection costs that may be added to my account. Unpaid balances will restrict registration.

Student Signature

Date

PLEASE RETURN TO: Student Financial Services, Patricia A. Erickson Enrollment & Welcome Center, Room 143, 1247 E. Siena Heights Drive, Adrian, MI 49221 Fax # 517-264-7728 or e-mail to: studentfinancials@sienaheights.edu