

STUDENT ACCOUNT SERVICES & CASHIERS *VITAL INFO & INSTRUCTIONS**



□ View your Balance, Account Activity, and Make a Payment (Student - Online):

- *** ALL BILLING STATEMENTS are acquired online via the Account Portal ***
- **It is the students' responsibility to monitor their account, which is subject to change throughout the term**
- **Access the Account Portal:** Wingspan> Account Details card
- **Positive amount** = Balance due // **Negative amount** = Credit/overpayment (usually from financial aid)

□ Set up an Authorized User(s) aka person(s) able to make online payments on behalf of the student:

- **Student Instructions:** Wingspan> Account Details card> Account Portal> Authorized Users (right side)
 - If granted permission, authorized users can set up payment plans and view account details.
- **Authorized Users Instructions:** You will receive two emails - one with username confirmation, one with temporary password.
 - **Access the Authorized User Payment Gateway:** Winthrop.edu/cashiers> Authorized Users **OR** Scan QR code for direct link. Log in with your username and temporary password to create your own password.

Payment Methods:

- **Online:** E-Check, Credit/Debit Card (transaction fee), International Payment (TransferMate), Wire Transfer
- **In Person:** Cash, Check, Money Order ***NO CARDS***
- **Mail:** Check, Money Order
 - **Send to:** Winthrop University, Cashiers Office, 22 Tillman Hall, Rock Hill, SC 29733
- **Make Checks/Money Orders Payable To:** Winthrop University (Memo the students' name and W#)
- **529 College Savings Plan:** Ask your 529 servicer if they utilize *Flywire* for electronic transfers

Enroll in a Payment Plan: (**NOTE: Payment Plans are available BEFORE the term begins up to the Payment Deadline**)

- Wingspan> **Account Details** card> Once in the Account Portal, click **Enroll in Payment Plan** (button under the balance due)> Select a payment plan and continue (**Option:** set up *automatic payments*).

□ Set up Direct Deposit for REFUNDS:

- **Direct Deposit takes 1 week or less** after the refund is applied to receive it directly to your bank account. **Paper Mail takes 2 or more weeks** to reach the *permanent address* on file, then must be deposited.
- Wingspan> Student Account Services card> Direct Deposit> +Add New (right side)> Select **Accounts Payable** method, fill in form with **Bank Account and Routing numbers** (NOT credit/debit card numbers)

□ Set up your Permanent Address (IMPORTANT for **Refunds** and **Taxes**)

- Wingspan> My Profile> Click the picture> Personal Information> Address> +Add New (right side)> Type of Address, select Permanent, complete form

Financial Aid: Their office oversees loans, grants, scholarships, work-study, SAP Appeals, and FAFSA

- Contact them via finaid@winthrop.edu // 149 McLaurin Hall
- **Ensure you've accepted your financial aid and completed all requirements** – such as Entrance Counseling **and** Master Promissory Note(s), otherwise the aid may not pay to your account and could eventually be cancelled!!

Payment Deadlines:

Fall – August

Spring – January

Summer – May

- **Satisfactory Payment Arrangements** must be in place to protect the students' course schedule from being dropped after the payment deadline(s) – details are on our webpage (**scan the QR code above** or see info below).

- **EXPLORE OUR WEBPAGE WINTHROP.EDU/SAS FOR MORE INFORMATION:** Such as billing schedule & deadlines, schedule protection & drops, tuition adjustment/reimbursement policies, tuition & fee rates, and *much more!*

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