

First Year Orientation 2022



Student Accounts Office

The Student Accounts Office is an office able to assist with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waivers, tax forms, outside scholarships, refunds, and more.

Important Links:

- [Office Website: www.pace.edu/student-accounts](http://www.pace.edu/student-accounts)
- [Webpage for payment and account information: www.pace.edu/pay](http://www.pace.edu/pay)
- [Student self-service portal: https://portal.pace.edu](https://portal.pace.edu)

Billing Due Dates & Late Fees

Standard Billing Due Dates

- Fall 2022: August 1, 2022
- Spring 2023: January 5, 2023

*You will be subject to a \$200 late fee if you have not made payment by the billing due date

Billing & Payment

Pay your bill online at www.pace.edu/pay.

- **What are the acceptable methods of payment?**

- Check, Money Order, Wire Transfer, Fly Wire, Credit/Debit Card

- **Can payments be made over the phone?**

- No. Payments can only be made online (credit/debit card or electronic check), in-person or via mail (check or money order)

Billing & Payment

- **Payment Processing Center:**

- Payments may be made at the Student Accounts Office or mailed to:
Pace University Payment Processing Center
861 Bedford Road Pleasantville, New York 10570

- **Online Via the www.pace.edu/pay**

- Electronic Check: requires Routing and Account Numbers
 - Credit/Debit Card: 2.85% Service fee assessed by TouchNet.

- **You can view real-time information about your account and access our ‘Bill on Demand’ feature on www.pace.edu/pay**

- **Billing statements are emailed to student’s pace email accounts and are also accessible at www.pace.edu/pay**

Payment Plans

Enrollment Information

- To Enroll in a Payment Plan, go to the Payment Portal at www.pace.edu/pay
- Log in and select “Enroll in payment plan” to review payment options.

Payment Plans for Fall 2022 will be available in June 2022.

- Several payment plan options will be available for Fall 2022 semester.

For more information on billing and payment and payment plans please go to www.pace.edu/billing

Sponsored Billing

Sponsored students are those whose educations at Pace University are funded directly by a third party, called a sponsor.

- Examples of sponsors are:
 - Employers
 - educational institutions
 - government agencies
 - Foundations
 - grant-makers
 - or other institutional sources

Students should provide Student Accounts Office the sponsorship letter from the third party that will pay their bill. The letter can be emailed to **Sponsoredbilling@pace.edu**

Payment Portal Navigation

Payment Portal Home page

- Make a payment
- Enroll in a payment plan
- Access your Bill on Demand
- View Account Activity

The screenshot shows the PACE University Payment Portal Home page. At the top left is the PACE UNIVERSITY logo. To the right is a 'Logout' link. Below the logo is a navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three columns. The left column is titled 'Announcement' and contains a 'Bill on Demand' section with a link and a paragraph of text, followed by a 'Fall '21 Payment Plans' section with a paragraph of text and a link for 'Application for Deferred Payment Plan'. The middle column is titled 'Student Account' and shows a table with columns for account details and a balance of \$24,565.00. Below the table are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The right column is titled 'My Profile Setup' and contains a list of links: 'Authorized Users', 'Personal Profile', 'Security Settings', and 'Consents and Agreements'. Below this is a 'Term Balances' section with a table showing a balance of \$9,265.00 for Spring 2022. At the bottom right of the page, there is a small 'Powered by' logo.

PACE UNIVERSITY Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Announcement

[Bill on Demand](#)

Access a student-copy of your semester billing statement.

At this time, only students can access this application. Financial aid credits on your bill are dependent on fulfilling its requirements. Financial aid funds are updated towards bills by the end of each business day.

Fall '21 Payment Plans

Fall '21 semester's Standard and Extended payment plans are available for open enrollment via the *Payment Plans* link in the upper heading section of this webpage.

In addition to Standard and Extended payment plans, we now offer Deferred payment plans.

Students expecting reimbursement from their employer or sponsor may apply to defer payment.

[Application for Deferred Payment Plan](#)

**Students with employers or sponsors that can be invoiced directly by Pace should provide Student Accounts Office with the sponsorship letter from the third party that will pay their bill. The letter can be emailed to SponsoredBilling@pace.edu*

Student Account

ID: xxxxx

Balance	\$24,565.00
Estimated Financial Aid	\$15,300.00
Balance Including Estimated Aid	\$9,265.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Security Settings](#)
- [Consents and Agreements](#)

Term Balances

Spring 2022	\$9,265.00
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Powered by

Authorized Users

[My Account](#)[Make Payment](#)[Payment Plans](#)[Help](#)[My Profile](#)

Authorized Users

Cancelled adding authorized user.

[Authorized Users](#)[Add Authorized User](#)

Full name	Email address	Action
Karina Ciriaco	[REDACTED]	

Authorized Users

[My Account](#)[Make Payment](#)[Payment Plans](#)[Help](#)[My Profile](#)

Authorized Users

Cancelled adding authorized user.

[Authorized Users](#)[Add Authorized User](#)

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

 Yes No

Would you like to allow this person to view your payment history and account activity?

 Yes No

Health Insurance

- **Student must submit a health insurance waiver each new ACADEMIC year.**
- Health Insurance Waivers can be completed online via the MyPace Portal.
 - Log onto My Pace Portal
 - Select the Student Tab
 - Select “Health Insurance Waiver” link located in the Express links box.
 - *Please allow 24 hours from submission for your account to update.
 - Select “Health Insurance Waiver-International” if you are an international student
 - *Please allow the insurance carrier up to 30 days to review your waiver and inform you if the waiver was approved or denied.
- **Health Insurance Waiver Deadlines:**
- Fall 2022: September 25, 2022
- Please visit <https://www.pace.edu/health-insurance>, for more information regarding the health insurance coverage offered by Pace University.

NYS Aid & Outside Scholarships

- For New York State residents seeking New York State Aid, students must apply through New York State Higher Education Services Corporation (HESC) website: www.hesc.ny.gov.
- If a student intends to receive an outside scholarship, they should ensure that they provide a letter informing the Student Accounts Office of the anticipated scholarship amount
- All outside scholarship payments should be mailed to the Payment Processing Center

Immunization Compliance

Students must be compliant with MMR, meningitis and COVID 19 requirements to access campus for the Fall 2022 term.

Immunization Compliance

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, submit proof/documentation of immunization.

MMR

- Measles: Two (2) doses given after your first birthday and at least 28 days apart (the first dose is considered Day 0)
- Mumps: 1 dose after first birthday
- Rubella: 1 dose after first birthday
- Or, show proof of immunity to measles, mumps and rubella by taking a blood antibody titer test.

Meningitis

- Students must also document that they either have received the meningitis vaccine or have declined to receive it.

For more information regarding New York State immunization requirements please visit www.pace.edu/immunization.

Immunization Compliance

COVID-19 Vaccination:

For the Fall 2022 semester, Pace University will require all students who will be on campus (e.g., residential, commuter, and online students who plan to use University facilities) to receive, and to provide proof of having received, a COVID-19 vaccine and COVID-19 Booster, if eligible, approved for use emergency use by the the US Food and Drug Administration or the World Health Organization. Students who fail to provide such documentation are not permitted to physically access Pace campuses.

For more information regarding Pace COVID vaccination requirements and Exemptions please visit www.pace.edu/immunization.

Immunization Compliance

- All students must submit all proof/documentation of their immunization records through Medicat Compliance Services.
- You may submit your immunization documents online at: www.pace.edu/patientportal
- Deadline:
Fall 2022 Deadline: August 1, 2022
- Please allow 7 business days for immunization document submission to be reviewed and your account updated. Students will be notified by email when documents have been reviewed.

Questions? Contact Medicat Compliance Services by email at **complianceservices@medicat.com** with questions regarding your immunization document submission.

Contact Student Accounts

Email: studentaccounts@pace.edu

Phone: 877-672-1830

Appointment: www.pace.edu/qless