Student Accounts Office

www.pace.edu/student-accounts
The Student Accounts Office is an office able to assist with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waiver inquiries, 1098-T form, outside scholarships, refund inquiries, 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

• Billing Due Dates:
  o Fall 2023: August 1, 2023
  o Spring 2024: January 5, 2024

• *You will be subject to late fees and registration cancellation if you have not made payment by the billing due date.*
Billing & Payment

• Pay your bill online at [www.pace.edu/pay](http://www.pace.edu/pay).

• What are the acceptable methods of payment?
  o Check
  o Money Order
  o Wire Transfer
  o Fly Wire
  o Credit/Debit Card

• Can payments be made over the phone?
  o 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:**
  o 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](http://www.pace.edu/pay):**
  o Electronic Check: requires Routing and Account Numbers
  o Credit/Debit Card: 2.95% 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](http://www.pace.edu/pay).**
• **Students are informed via their Pace-issued email once their semester bill is available.**
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.

Fall 2023 payment plans will be available in June 2023. All installments, regardless of plan, are due on the 8th of each month.
- Several payment plan options are available for Fall 2023 semester.
  - Standard: Five (5) Installments; Due monthly from June to October; $0 enrollment fee Available through July 7th
  - Standard: Four (4) Installments; Due monthly from July to October; $50 enrollment fee Available through August 1st
  - Extended: Six (6) Installments; Due monthly from July to December; $150 enrollment fee Available through August 1st

For more information on billing and payment and payment plans please go to www.pace.edu/billing.
Sponsored students are those whose education at Pace University is funded directly by a third party, called a sponsor.

Examples of Sponsors:
- 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 Billing Statement
  - View Account Activity
# Authorized Users

## Cancelled Adding Authorized User

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Authorized Users

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

• **Student must submit a health insurance waiver each new ACADEMIC year.**
  
  o Health Insurance Waivers can be completed online via the MyPace Portal.
    
    ▪ Log onto My Pace Portal
    ▪ Select the Student Tab
    ▪ Select “Health Insurance”
    ▪ *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:**
  
  o Fall 2023: September 22, 2023

• Please visit [www.pace.edu/health-insurance](http://www.pace.edu/health-insurance), for more information regarding the health insurance coverage offered by Pace University.
Immunization Compliance

Students must be complaint with MMR and meningitis requirements to access campus for the Fall 2023 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 twenty-eight (28) days apart. The first dose is considered day zero (0).
  - Mumps: One (1) dose after first birthday
  - Rubella: One (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

- 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](http://www.pace.edu/patientportal).

- **Deadline:**
  - Fall 2023 semester deadline: August 1, 2023

- 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](mailto: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