



Paying Your Bill & Confirming Attendance

You must confirm your attendance every semester!

*Students who are fully enrolled (not waitlisted) are encouraged to confirm their attendance before the 1st day of class. If you are in a **wait-listed course** accepting your fees prior to being fully enrolled may affect your federal direct loan and Pell eligibility.*

Steps to Confirm Attendance:

Log into: MyMSUB

Click On: Tasks icon on the top right 

Click On: Tasks and then select 'Confirm Tuition Account'

- If you have a zero or credit balance, the 'Confirm Bill' option will display.
- If you have a positive balance due, please make a payment or set up a payment plan to confirm attendance.
 - Click the 'My Payments and Refunds' link on the Billing & Payment Card.

How to Access your Web Bill

Log into: MyMSUB

Enter: Net ID & password

Click on: Billing & Payment

Click on: My Payments & Refunds.

In QuikPay, Click On: View & Pay Accounts

How to set up a Payment Plan:

Follow: How to access web bill above, and

On the left side of the screen, select Payment Plan and follow the instructions there.

How To set up Direct Deposit Refunds on QuikPay

Follow: How to access web bill above, and

Click on: Manage Refunds

There you can choose paper check or direct deposit.

For Direct Deposit you will need your Bank routing number and a checking or savings account number. QuikPAY will not accept credit/debit card numbers.

*Paper checks could take up to two weeks to arrive, direct deposit 3-5 business days.

How to set up an Authorized Payer

Follow: How to access Web bill above, and

In QuikPay: **Click on:** Authorize Payers – Add New

Student creates a username for payer & provides payers email then submit.

Your authorized payer will receive an email with a link to QuikPAY. They will then create a password giving them access to pay your bill only.

How to Decline Student Health Insurance Charges

Please choose to purchase or decline the MSUB student health insurance plan as soon as possible by following these steps.

- Log into MyMSUB
- Click the Billing & Payment Tab
- Click Insurance Selection Requirement
- Follow the steps to purchase or decline insurance.

How to add funds to your U-Card

Login to: [GET Funds](#) using your Net ID and password

Or: [Add Funds to Your Ucard via CBORD GET](#)

Or: download the **GET App** on your phone.

Dropping or Withdrawing from Classes

Dropping

*You can drop a single class/classes (not withdrawing) for a refund up to the 15th class day, however if the dropped class/classes take you from full time to part time, you may have a portion of your financial aid reversed, which could result in you owing the University.

Withdrawing

*You must withdraw prior to the first day of classes to receive 100% refund.

Withdrawal Date (on or before)	Percent of Fees Refunded
5th day of classes	90%
10th day of classes	75%
15th day of classes	50%

*If you have financial aid and withdraw from all your classes, some or all of your financial aid could be returned to the lender resulting in you owing the University.

Consider adding the Business Office email to your contacts, that way you won't ever miss an email from us regarding your tuition or if you have packages in the Post Office.

businessoffice@msubillings.edu

Questions – Call Business Services at 406-657-2140