Welcome to Sacred Heart University!

We are excited that you will be joining our Class of 2024. As you prepare for Orientation and other exciting first steps in your SHU education, we would like to provide information to help you navigate an essential component of your college experience: billing and financial assistance.

It is important for both students and parents to become familiar with billing schedules and procedures, as well as financing options to meet the total cost of education. Jointly the Office of Student Accounts, which processes student bills and payments, and the Office of Student Financial Assistance, which assists families with financial aid, offer this guide to help you understand the flow of billing and financial assistance.

Feel free to contact our offices with any questions after you review this information.
As you plan for setting up and managing your SHU Student Account, you should become familiar with the dates, policies, and processes below.

**BILLING SCHEDULE**

<table>
<thead>
<tr>
<th>Term</th>
<th>Billing Due Date</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
</tr>
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**PAYMENT OPTIONS**

**ONE-TIME PAYMENT IN FULL**

Your billing statement will already include any financial aid already awarded to you.

Payments in full can be made by cash or check; online, by mail or in person.

**Online**
Checking or savings account can be submitted online at [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts).

**By Mail**
Send personal check, bank/certified check, made payable to Sacred Heart University.

Sacred Heart University  
Attn: Office of the Cashier  
5151 Park Avenue  
Fairfield, CT 06825  
Always include your SHU ID number.

**In Person**
Deliver cash or check to Student Accounts Office  
West Campus, W193, Fairfield, CT 06825.

**SEMESTER PAYMENT PLAN**

A suggested option that allows you to make the payment in five installments and minimize loan borrowing to meet the semester due dates.

Your account activity will reflect your account balance in real time and will include finalized financial aid awarded to you. 24 hours before each scheduled payment, this balance will be used to determine the installment plan payment amount.

Payments and enrollment in the plan are available online only. To enroll, log into your student account online during the appropriate enrollment window.

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Payment Plan Enrollment</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>May to August</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November to January</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Term Payment Plan Due Dates</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 1, August 1, September 1, October 1 and November 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1, January 1, February 1, March 1 and April 1</td>
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Payments for the payment plan can be made online via electronic fund transfer from a US Dollar checking or savings bank account.

**WHAT YOU NEED TO KNOW ABOUT AUTHORIZED USERS**

Office of Student Accounts records maintain student-specific information. In order for the Student Accounts team to assist parents or other family members on the student’s behalf, the student must designate “Authorized User(s).” An unlimited number of Authorized Users can be designated by the student online: [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts).

**WHAT YOU NEED TO KNOW ABOUT INSURANCE**

Health Insurance is mandatory for all full-time undergraduate students. Sacred Heart University requires all full-time undergraduates to enroll in or waive the University Health Insurance Program. Students with proof of comparable health insurance coverage within the State of Connecticut are required to waive out of the insurance program on an annual basis. The cost for health insurance will be included in the Fall semester bill as an individual billing line item; when the waiver has processed a credit will be reflected. Waive/enroll online: [www.gallagherstudent.com/SHU](http://www.gallagherstudent.com/SHU).

Tuition Insurance is available, in partnership with Liberty Mutual. Tuition insurance supplements the University tuition refund policy and provides up to 100% coverage throughout the entire term. If the student withdraws for eligible reasons, the plan will reimburse 100% of insured tuition, room and board, and mandatory fees. Details and enrollment: [www.sacredheart.edu/studentaccounts](http://www.sacredheart.edu/studentaccounts).
FINANCING OPTIONS FOR 
STUDENTS AND PARENTS

Under the Menu in SHUAwards, you can review both your 
Student Financial Assistance Award Package and your Financial 
Aid Disclosure (College Financing Plan) that shows an estimate 
of your total cost of attendance and net costs. To pay your direct 
costs, you may use Sacred Heart’s Payment Plan, loans, or a 
combination of both.

If you are considering utilizing educational loans to meet 
outstanding costs after financial assistance awards, you should 
begin researching options as early as possible. A variety of 
loan options are available for students and parents to consider, 
although it is important that you only borrow what you need. 
You must re-apply for loans each academic year and should 
consider future loans that can add up at the time of repayment.

As a reminder, we want to stress the importance of first 
considering Federal Direct Student Loan programs that offer 
fixed interest rates and manageable repayment options. Since 
federal student loans are generally less expensive and offer 
more advantageous terms, it is recommended you first exhaust 
your eligibility for the program before considering other loan 
resources. For further information, visit www.sacredheart.edu/ 
federaldirectstudent.

To avoid the expiration of a loan approval prior to the start of the 
avademic year, it is advisable to start the application process in May 
(for the first year and each subsequent academic year). By May of 
each year, your financial aid award package should be completed 
and your initial billing information will be ready to view.

Students and families should also consider: Does the parent want 
the entire loan responsibility? Or, do they want another adult or 
the student to share in the loan responsibility?

1. If the parent prefers sole loan responsibility, 
they can apply for the Federal Direct Parent 
Plus loan. This loan cannot be utilized by a 
grandparent. For information regarding the 
Federal Parent loan, visit www.sacredheart. 
edu/federaldirectparent.

2. Parents can also consider a Private 
Parent loan offered by several national 
lenders. This loan can be utilized by any 
other creditworthy co-signer willing to 
assume the responsibility. For information 
regarding Private Parent loans, visit 

3. For students and parents who wish to 
share the loan responsibility, private 
loan options from national lenders can 
be considered. Creditworthy co-signers 
are typically required for incoming and 
returning undergraduate students. 
For information regarding private loan 
options, visit www.elmselect.com.
YOUR FINANCIAL AID & BILLING TIMELINE

MAR — MARCH

Financial Aid award letters mailed
Accept/Decline Awards on SHUAwards

APR — APRIL

Research borrowing options & utilize Student Loan Calculator
www.mappingyourfuture.org/paying/standardcalculator.cfm
Returning students: Fall registration begins; all Spring balances must be paid in full (annually)

MAY — MAY

MAY 15-19
Billing statement mailed to home address
Authorized Users can be set up to access billing information

MAY

Enroll/Waive Health Insurance opens: www.gallagherstudent.com/SHU
Last day of Spring classes

JUN — JUNE

JUNE 8–18
New Student Orientation

JUNE

Finalize financing options and complete missing documents in SHUAwards

JUL — JULY 1

Fall semester bill due in full, or Fall payment plan begins
(5 monthly payments through November 1)

AUG — AUGUST 29-30
Welcome Weekend (Move-In)

AUGUST 31
First day of Fall classes

SEP — SEPTEMBER 7

Waiver period ends for Health Insurance

OCT — OCTOBER

FAFSA open for upcoming academic year

NOV — NOVEMBER

Spring Payment Plan enrollment begins (enroll by November 29 to utilize all 5 scheduled payment installments)
Spring registration begins; all Fall balances must be paid in full (annually)

DEC — DECEMBER 1

Spring semester bill due in full, or Spring Payment Plan begins (5 monthly payments through April 1)

JAN — JANUARY

First day of Spring classes

FEB — FEBRUARY

Returning students: Fall Housing Deposit deadline at end of February; account must be paid in full or Payment Plan active to participate
Finalize FAFSA for upcoming academic year

Revised March 2020