

STUDENT BILLING GUIDE

2024 - 2025



This guide will assist you in understanding your student account at La Roche University. Use it as a reference during the 2024-2025 academic year. Your student account reflects all charges and payments for tuition, fees, housing and meals.

INVOICES AND CURRENT STUDENT ACCOUNT STATUS

A student can log in to the **My.LaRoche.edu** portal to view updated eBills. It is important to check your La Roche email account often. Not viewing your e-Bill does not eliminate your responsibility to pay.

Cashiering hours are 9 a.m. to 3 p.m. Monday through Friday. The office is open for assistance 8:30 a.m. to 4:30 p.m. If you are unavailable during these hours, you can drop off documents for Student Accounts, the Registrar and Financial Aid in a convenient and secure lockbox, located to the left of the doors of ZCC 204. Please include your name, phone number and student ID number on all documents. CASHNet/TransAct is available 24/7. You will receive receipts in your student email within two business days.

Student account information is always available online. Log in to your My.LaRoche.edu portal and go to the Billing and Aid tab. Select CASHNet/TransAct. Please check your LRU email for information regarding e-Bill publication. **Paper statements will not be sent. Adjustments to charges and/or aid may occur throughout the semester, so checking your student account regularly is important.**

In order for your registration to remain valid, your student account balance must be paid in full, be included in a payment plan, or be covered by another form of financing, such as a current loan application. If you do not have financing in place by the due date, the University may be forced to void your registration. Your name will not appear on the final class rosters. If your registration is cancelled, you have until the end of the add/drop period (check academic calendar) to obtain financing and request reinstatement, pay a \$75 reinstatement fee and re-register for your classes (choosing only from those classes that are available at that time).

If you receive a Registration Cancellation notification, please call the Student Accounts Office immediately at 412-536-1030.

2024 - 2025 TUITION & FEES *(Per semester)*

Full-time Undergraduate Tuition	\$16,300
Student Support & Development Fee	\$363
Curricular & Technology Fee.....	\$363
Part-time and Graduate Fee	\$92
Part-time Tuition.....	\$827/credit
Graduate.....	\$868/credit
ELMSN.....	\$801/credit
Nurse Anesthesia (DNAP).....	\$1,056/credit
Undergraduate Bold Housing.....	\$4,326
Undergraduate Lower Campus Housing.....	\$3,821
Graduate Housing.....	\$5,333
Meal A (Redhawk).....	\$2,621
Meal B (Providence).....	\$2,482
Meal C (Ketteler).....	\$2,294

Please refer to website for details on special programs and other fees.

PAYMENT OPTIONS

La Roche University is committed to assisting students in formulating a complete financial plan for the payment of their educational expenses.

As a La Roche University student, you have several options available to you when it comes to paying for your education. Payment arrangements for student account balances in excess of financial aid awards must be made using one of the following methods:

- Cash or check
- Credit card (online only) *service fees apply*
- Electronic check (online only) *service fees apply*
- Payment plan
- Tuition reimbursement
- Third-party billing

Cash or Check Payments

You may make payments by cash or check* in person at the cashier's window of the Office of Student Accounts, located in the Zappala Campus Center.

Make checks payable to:

La Roche University | Office of Student Accounts | 9000 Babcock Boulevard | Pittsburgh, PA 15237

**Please include your student ID number on the check. Do not send cash.*

Any check or returned ACH payment due to non-sufficient funds is subject to a \$25 service charge.

Internet ACH Payments

Internet ACH Payment (Check) is a secure method for paying your bill in a timely fashion. To make an electronic check payment, log in to your **My.LaRoche.edu** account. A service fee is charged for this option. Make sure you follow the instructions very carefully and input your bank's routing number and your account number (checking or savings account). DO NOT use your debit card number.

Credit Card Payments

Credit card payments are accepted and processed by CASHNet/TransAct, a third-party processor, operating under agreement with La Roche University to process electronic payments on your behalf. A processing fee will apply. Discover, MasterCard, Visa and American Express are accepted. Using credit cards for the payment of tuition will only be accepted online and not in the Office of Student Accounts.

Cash, checks, credit cards and money orders are accepted forms of payment for current term balances. Past due and prior term balances can only be paid with cash, money order or certified checks.

PLEASE NOTE: All web payment transactions completed after 6 p.m. EST will be effective the following business day.

FINANCIAL AID

Students apply for financial aid by completing a FAFSA every academic year. If you have not completed a FAFSA for the 2024-25 academic year, you may do so at **studentaid.gov**. The Financial Aid Office is available to assist students in applying for both need-based and non-need based assistance.

If you received a financial aid offer but aid is not showing on your tuition invoice, you should contact the Financial Aid Office. Please contact them at 412-536-1125 for questions about your packaging status.

If you still have a balance due, and cannot pay your balance in full you may consider using one or more of the following options: payment plan, Parent PLUS Loan or a private loan to help you pay the balance owed on your bill. If you decide to apply for a loan, be sure to request enough funding to cover both the fall and spring semesters.

Grants and Merit Scholarships

All grants and merit scholarships are placed on your account by the Financial Aid Office and will be listed as pending on your tuition invoice.

Outside Scholarships

The Financial Aid Office must be notified of all outside scholarships. However, if an invoice is required, the Office of Student Accounts must receive authorization from the organization or company in order to generate a bill.

Loans

Direct Subsidized, Direct Unsubsidized, Graduate PLUS, Parent PLUS and private loans will appear on your invoice as pending. First-time student borrowers must complete entrance counseling and sign a Master Promissory Note (MPN), which can be completed at studentaid.gov.

Federal Parent PLUS Loan

The Parent PLUS Loan is a federal loan for credit-worthy parents of dependent students. Parents may borrow up to the cost of education minus any other aid the student is receiving. Parents should visit studentaid.gov and log in using the parent's FSA ID. If the parent's credit is approved the parent must also complete a Master Promissory Note (MPN) for a PLUS. If the parent's credit is denied, the Financial Aid Office will process additional Direct Unsubsidized Loan funds for the student. Returning students' parents who had a Federal Direct PLUS loan approved or denied in a prior year must complete a credit check each year but do not need to sign another MPN.

Private Education Loan

Private Education Loans are non-federal loans to be used for educational expenses. The student borrower must be credit-worthy as defined by the individual lender or have a credit-worthy co-signer. For more information about La Roche University's most common lenders and to apply for a private loan on this list, visit laroche.edu/privateloans. Students are not required to use a lender on this list and are free to choose any lender they desire. Returning students must apply for a private loan each year.

Work-Study Awards

If you were awarded federal work-study and will participate in the program, visit the Financial Aid Office to pick up a work-study contract and any necessary payroll forms, during the first week of the semester. ***These awards are not deducted from charges. The student receives a paycheck based on the amount of hours worked.***

PAYMENT PLAN OPTION

La Roche University offers a payment plan that allows you to divide tuition and other expenses not covered by financial aid into smaller monthly payments. Through this payment plan, you may set up a plan that allows you to spread your payments over four months for each semester. Fall payment plans are paid September to December. Spring payment plans are paid January to April. You must enroll in a payment plan online through your [My.LaRoche.edu](https://my.laroche.edu) portal each semester. An enrollment fee of \$25 is required for confirmation of enrollment. In order to avoid Registration Cancellation, you must enroll in a payment plan prior to the tuition due date each semester. **We do not have year-long payment plans.** If you need help calculating your budget, a representative from La Roche University's Office of Student Accounts will help you. Call us at 412-536-1030.

OUTSIDE PAYMENT POLICIES

Tuition Reimbursement Policy

Many employers reimburse students based on satisfactory completion of the coursework for a given semester. An employer may require a student to submit grades and a tuition statement before being reimbursed.

A completed Verification of Benefits form, signed by the student's human resources department, is required of all students who obtain tuition reimbursement. Tuition payment will be due 30 days from the date the previous semester's grades are posted by La Roche. A Verification of Benefits form must be filled out every semester and submitted to the office by the tuition due date. To obtain a copy of this form, please call **412-536-1030** or visit Student Forms in the [My.LaRoche.edu](https://my.laroche.edu) portal.

Third-Party Billing

Some companies and government agencies pay their students'/employees' tuition directly to La Roche. In order to ensure that this happens properly each semester, the Office of Student Accounts must receive authorization from the third party for a student's tuition and/or fees on company letterhead by the tuition due date. Please note that this process does not automatically renew each semester. **Student Accounts requires valid authorization every semester that classes are taken.**

Important information regarding tuition reimbursement and third-party billing: Payment of tuition and fees is the responsibility of the student. In the event the sponsor does not make full payment, all charges and late fees will be the responsibility of the student.

LATE CHARGES/HOLDS

The student is responsible for ensuring that all La Roche University charges are paid or covered with financial aid by the tuition due date each semester. A financial hold will be posted to students with delinquent accounts of \$50 or more. An account is considered delinquent if invoice charges are not paid by the tuition due date. A registration hold will be posted for all outstanding registration related fees. Students will not be permitted to register for courses, and academic records (transcripts and diplomas) may be withheld until the financial registration hold is released.

Your account will accrue a late fee of 1.5% per month if it is not paid by the posted due date. Should it be necessary, you will be responsible for the cost of collection, all attorneys' fees and all charges necessary for the collection of the amount not paid to La Roche University.

TUITION REFUND SCHEDULE

FALL 2024 | FOR FULL SEMESTER CLASSES:

Through Sept. 3, 2024	100% Refund
Sept. 4, 2024	0% Refund

SPRING 2025 | FOR FULL SEMESTER CLASSES:

Through Jan. 21, 2025.....	100% Refund
Jan. 22, 2025.....	0% Refund

Please Note:

Accelerated classes follow a separate refund schedule. Please see the academic calendar (published each semester on the Office of the Registrar's homepage) or contact the Office of the Registrar at 412-536-1080 or 412-536-1077 for specific dates.

Withdrawal/Dropping a Class

If you are withdrawing from school or dropping a class, you must follow the procedures set forth by the Office of the Registrar. Non-attendance or informing staff/faculty does not constitute withdrawal from a class. Only those who have officially withdrawn will have their accounts credited according to the above academic calendar. Prior to withdrawal from a class, students should contact the Office of Financial Aid and the Office of Student Accounts to determine any impact on their financial aid.

If your name does not appear on the instructor's roster, it indicates that you are NOT officially registered for the class or are in the wrong section, or you are not financially cleared, and you should contact the Office of the Registrar for assistance.

E-Refunds (temporary suspended)

Students can enroll in E-refunds to get refund checks directly deposited into their checking/saving accounts. To enroll just follow the **My.LaRoche.edu** portal instructions in the back of this billing guide, and choose "Enroll in E-refund." Enrollment in the E-Refunds takes 10-15 business days to activate. Availability will vary.

FREQUENTLY ASKED QUESTIONS

As long as my tuition payment is mailed by the tuition due date, will I be considered late if it arrives after the due date?

Yes. We do not accept postmarks as proof of payment received. Students unable to mail payments at least five days prior to the tuition due date should contact the Office of Student Accounts at 412-536-1030.

What should I do if my loans, grants and/or scholarships do not appear on my account?

Please contact the Financial Aid Office at 412-536-1125.

I applied for a loan. Why isn't it reflected on my bill?

If you applied for a Direct Subsidized or Direct Unsubsidized loan, Parent PLUS Loan, Graduate PLUS Loan or private loan, and it's not reflected as "pending aid" on your tuition invoice, contact Financial Aid immediately to ensure that all paperwork is complete.

Why are my pending Federal Loan amounts different than what is listed in my award letter?

The federal government deducts origination fees on Subsidized and Unsubsidized Loans, Parent PLUS and Grad PLUS Loans. Net loan amounts are disbursed, half in the fall semester and half in the spring semester. All new borrowers must complete loan entrance counseling and sign a Master Promissory Note (MPN) for their loans to be disbursed to the University.

Will I be able to retrieve my student refund check from the Office of Student Accounts?

Currently, E-Refunds are not available. All refunds are issued by paper check. An email is sent to the student email when a refund is available for pick up in the Office of Student Accounts. Checks are held for three business days and then mailed to the address on file at La Roche University.

My balance from a prior term is still outstanding. Will I be able to register for another semester?

No. La Roche University requires all past due balances to be paid in full, prior to registering for another semester.

I made adjustments to my enrollment, which changed my charges. Why didn't I receive another bill?

Student account information is always available online. Log in to your My.LaRoche.edu portal and go to the billing and aid tab Select CASHNet/TransAct. Please check your LRU email for information regarding email publication. Paper statements will not be sent. Adjustments to charges and/or aid may occur throughout the semester so checking your student account regularly is important.

My financial aid is more than my charges. What happens to this excess money?

Financial aid, including loans, is credited to your student account after the last day of add/drop. Accounts in a credit balance will have refunds issued within 10-15 business days after the account goes into a credit balance.

My account will be in a credit balance after my financial aid is applied. Can I use that money to buy books?

Check with Financial Aid to verify eligibility. If eligible, you can charge your books in the La Roche University bookstore starting a week before classes begin and ending the last day of add/drop.

IMPORTANT DATES**FALL 2024**

Fall Tuition Due	Aug. 10
Residence Halls Open - New Students	Aug. 23
Residence Halls Open - Upperclassmen.....	Aug. 25
Fall Classes Begin.....	Aug. 26
Last Day to Add/Drop Class.....	Sept. 3
Labor Day (no classes).....	Sept. 2
Fall Break	Oct. 5 - 8
Spring 2025 Advising*	Oct. 28 - Nov. 8
Thanksgiving Break.....	Nov. 27 - Dec. 1
Final Examinations	Dec. 9 - 13

SPRING 2025

Spring Tuition Due.....	Dec. 10
Residence Halls Open.....	Jan. 12
Spring Classes Begin.....	Jan. 13
Martin Luther King Jr. Day	Jan. 20
Last Day to Add/Drop Class	Jan. 21
Spring Break.....	March 7 - 16
Fall 2025 Advising*	March 24 - April 4
Easter Break	April 17 - 21
Final Examinations	May 5 - 9
Commencement	May 10

***Previous semester balances must be paid in full in order to register.**

Dates subject to change. Please refer to the academic calendar for more information.

Paying tuition, signing up for a payment plan, checking your student account ... it's all on *MyLaRoche!*

La Roche University has partnered with CASHNet/TransAct Payments to provide students and their families with easy and convenient ways to manage their college finances. Through the **My.LaRoche.edu** portal, students can access their personal information regarding their student account balance as well as information concerning financial aid. Plus, you can sign up for a payment plan and pay by check or credit card, 24 hours a day, from anywhere!

How to Access Your Account Balance on My.LaRoche.edu

1. Log on to **My.LaRoche.edu**
2. Use your La Roche network username and password to log in
 - Returning students can obtain this information from the Student Help Desk at 412-847-2300
 - New students will receive this information in the mail closer to semester's start
3. Click on the Billing and Aid tab
4. Choose Go to CASHNet/TransAct

My.LaRoche.edu will provide you with the most up-to-date information regarding payments to your student account, financial aid postings and any additional charges. Any schedule adjustments that impact your billing will be available online only. It is your responsibility to check this site regularly for updates.

*Please remember that your La Roche University email account is considered to be an official form of correspondence from the Office of Student Accounts. Students are responsible for all information sent via email. Please regularly check your La Roche email.

Office of Student Accounts Financial Terms and Conditions Policy

The Financial Terms and Condition Policy serves as an official communication to students as to their financial responsibility to La Roche University. As a registered student, you understand that full responsibility is accepted to pay all tuition, fees, and other associated costs assessed, including late fees and interest as a result of student registration and/or receipt of services. Student understands and agrees that if they drop or withdraw from some or all of the classes for which they register (whether voluntarily or involuntarily), they will be responsible for paying all or a portion of tuition fees and costs in accordance with the University's published tuition schedule. Student further understands that failure to attend class or receive a bill doesn't absolve financial responsibility. Student understands that despite expectations for payment from financial aid or other sources, student is ultimately responsible for all charges incurred and costs assessed. In order for registration to remain valid, student account balance must be paid in full, included in a payment plan or covered by another form of financing by the tuition due date. Student understands that delinquent accounts may be sent to a collection agency, and student is responsible for paying all collection fees which may be based on a percent of balance due. Delinquent accounts sent to collections may be reported to national credit bureaus. Release of official transcripts may be denied if account is past due.

IMPORTANT CONTACT INFORMATION

LA ROCHE UNIVERSITY | 9000 Babcock Boulevard | Pittsburgh, PA 15237 | 412-367-9300 | laroche.edu

STUDENT ACCOUNTS

Zappala Campus Center, Room 204
9000 Babcock Boulevard
Pittsburgh, PA 15237

412-536-1030

FAX: **412-536-1075**

studentaccounts@laroche.edu

FINANCIAL AID

Palumbo Science Center
Room 103

412-536-1125

FAX: **412-536-1072**

finaid@laroche.edu

REGISTRAR

Zappala Campus Center
Room 204

412-536-1080

412-536-1077

FAX: **412-536-1075**

registrar@laroche.edu

RESIDENCE LIFE

Bold Hall, Room 264

412-536-1195

FAX: **412-536-1102**

reslife2@laroche.edu

STUDENT TECHNOLOGY HELP DESK

412-847-2300