



Financing Your Education – Class 32

Welcome to Oregon Executive MBA. This document explains everything you need to know about financing your education, so you can focus on learning.

First things first: to ensure that your tuition can be billed, you must sign the following three forms:

- Revolving Charge Agreement (on DuckWeb)
- Title IV Authorization (on DuckWeb)
- Tuition Options Form (online at <http://uobiz.co/cl32-tuition-options-2016>)

REVOLVING CHARGE AGREEMENT

The Revolving Charge Agreement is electronically signed by every student at the University of Oregon and establishes the conditions under which the university extends credit to the student through tuition billing. It contains complete details on late fees and interest payments if tuition is not paid.

TITLE IV AUTHORIZATION

The Title IV Authorization form allows the student to use financial aid to pay for non-tuition costs such as books, global trip supplements, and executive costs. Failure to sign the Title IV Authorization means that your financial aid will be sent to you as a check instead of applied towards your tuition bill.

Finding these forms on DuckWeb

1. Use your UO ID number and personal access code to log in to DuckWeb at <http://duckweb.uoregon.edu>
2. Select Student Menu
3. Look for “Business Affairs/Student Billing” on this page
4. Choose “Billing Account Terms and Conditions (Revolving Charge Agreement)” and then choose “Title IV Authorization” and follow the instructions on both pages.

The image shows a screenshot of the DuckWeb navigation menu. On the left, there is a list of menu items: [View Transfer Evaluation Report](#), [Registration Menu](#), [Student Class Schedule](#), [View Degree Audit](#), [Degree Guide - New](#), [Apply for Undergraduate Degree](#), [Apply for Law Degree](#), [View Degree Application Status](#), and [Grades & Transcripts Menu](#). On the right, there is a section titled **Business Affairs/Student Billing** with the following links: [QuikPay® Student Billing Account](#), [View Account History](#), [Direct Deposit](#), [Stipends and Reimbursements](#), [Tax Notification - 1098-T](#), [Billing Account Terms and Conditions \(Revolving Charge Agreement\)](#), and [Title IV Authorization](#). Two red arrows point from the left side of the menu towards the 'Billing Account Terms and Conditions' and 'Title IV Authorization' links.



TUITION OPTIONS FORM

The Tuition Options form establishes the schedule on which your tuition will be billed. There are six billing plans to choose from based on your personal situation with loans, company reimbursement, and other factors.

Use the online form to let us know which option you have chosen:

<http://uobiz.co/cl32-tuition-options-2016>

- 1. Quarterly Payment Plan/Student Loan Plan**
This option is for students prepaying at the beginning of each term (fall, winter and spring). Students who are self-funded and students using loans to finance their tuition typically choose this option.
- 2. GI Bill/VA Payments**
This option is for students on the GI Bill or VA Benefit plans.
- 3. Company Reimbursement Plan**
This plan charges tuition immediately after the end of each term (fall, winter and spring). It is used by students who are reimbursed for tuition by their company after grades are reported.
- 4. Company Reimbursement/Student Loan Hybrid**
This plan is for students who pay tuition through a combination of company reimbursement and student loans. The exact amount of the loan is billed at the beginning of the term, with the remainder billed at the end of the term.
- 5. Custom Corporate Billing Plan**
This option is for students on third-party administered programs (such as Intel or Boeing) that prepay tuition directly to the student's accounts.
- 6. Annual Payment Plan**
This option is for students who want to pay for the full year in advance. With the exception of certain companies that want to front-load their payments, very few students choose this option. Students paying the entire year up front do not need to complete the revolving credit agreement because no credit is being extended.



BILLING CYCLE

Program costs are broken out into several categories:

- Tuition
- Books and materials
- Other executive costs
- Deposit (fall of the first year only)
- Global trip supplement (fall of the second year only)

	Tuition	Books	Deposit	Global	Other executive costs	TOTAL*
Fall 2016	\$10,050.00	\$733.00	\$1,000.00		\$625.00	\$12,408.00
Winter 2017	\$11,050.00	\$733.00			\$625.00	\$12,408.00
Spring 2017	\$11,050.00	\$734.00			\$625.00	\$12,409.00
Fall 2017	\$9,000.00	\$600.00		\$2,200.00	\$625.00	\$12,425.00
Winter 2018	\$11,200.00	\$600.00			\$625.00	\$12,425.00
Spring 2018	\$11,200.00	\$600.00			\$625.00	\$12,425.00
	\$63,550.00					\$74,500.00

* Although the total tuition and fees will stay firmly at \$74,500.00 (less any scholarships you receive), it is possible that there will be minor adjustments to the breakout between tuition, books, and other executive costs.

SCHOLARSHIPS

Scholarships are credited to your account on the following schedule:

Early-admission scholarships

The amount of your scholarship is divided in three and distributed to your account in the first year on the same schedule that your tuition is billed.

Example: Susan Student is using the company reimbursement plan and was awarded a \$1,500 scholarship for submitting her application by March 31. Her tuition will be billed on December 15, March 15, and June 15. A credit of \$500 will also be applied on those dates.



Multiple-student and travel scholarships

The amount is divided by six and applied to each term in the two years.

Example: Joe T. Person is using the Quarterly Payment Plan and was awarded a \$3,000 travel scholarship. His tuition will be billed on September 15, December 15, and March 15 during both his years in the program. The scholarship will be credited on those dates in the amount of \$500.

Multiple scholarships

The total of all scholarships will be added together and distributed over the six terms, as described above.

FINANCIAL AID

Financial aid is distributed in three equal installments in September, December, and March.

Those students receiving financial aid in the form of loans are required to have tuition billed in the beginning of the term, as detailed in the Quarterly Payment Plan/Student Loan Plan option on the Tuition Options form. When loans are disbursed, any financial aid received over the amount of tuition in that term will be issued as a refund.

OTHER TUITION CREDITS

Occasionally the program will need to reimburse your account for expenses students need to purchase individually (examples are purchasing a \$5.99 iPad apps for Statistics, or renting a movie for Ethics). These will be applied to your account in the month which you would make the purchase.

BILLING SCHEDULES

Billing is always posted on the 15th of each month (or the first day after the 15th, if it falls on a weekend). Payments are due on the first day of the following month. There is a grace period of about 10 days after that before late fees and interest are assessed. Students are charged in three installments per year: fall, winter and spring terms. Billing dates depend on the tuition plan you choose.



Quarterly Payment/Student Loan Plan

This option is for students prepaying at the beginning of each term (fall, winter and spring). Students who are self-funded and students using loans to finance their tuition typically choose this option.

YEAR ONE		
<i>Posted September 15, 2016</i>	<i>Posted December 15, 2016</i>	<i>Posted March 15, 2017</i>
Due October 1, 2016	Due January 1, 2017	Due April 1, 2017
\$12,408.00	\$12,408.00	\$12,409.00
YEAR TWO		
<i>Posted September 15, 2017</i>	<i>Posted December 15, 2017</i>	<i>Posted March 15, 2018</i>
Due October 1, 2017	Due January 1, 2018	Due April 1, 2018
\$12,425.00	\$12,425.00	\$12,425.00

GI Bill/VA Payments

These payments occur on an irregular schedule and are handled by Mary Earp in the UO's Office of Veterans' Affairs and by Erika Foin at the Oregon Executive MBA.

Company Reimbursement Plan

This option is for students on third-party administered programs (such as Intel or Boeing) that prepay tuition directly to the student's accounts.

YEAR ONE		
<i>Posted December 15, 2016</i>	<i>Posted March 15, 2017</i>	<i>Posted June 15, 2017</i>
Due January 1, 2017	Due April 1, 2017	Due July 1, 2017
\$12,408.00	\$12,408.00	\$12,409.00
YEAR TWO		
<i>Posted December 15, 2017</i>	<i>Posted March 15, 2018</i>	<i>Posted June 15, 2018</i>
Due January 1, 2018	Due April 1, 2018	Due July 1, 2018
\$12,425.00	\$12,425.00	\$12,425.00



Company Reimbursement/Student Loan Hybrid

This plan is for students who pay tuition through a combination of company reimbursement and student loans. The exact amount of the student loan is billed at the beginning of the term, with the corporate reimbursement billed at the end of the term.

<p>FALL TERM - YEAR ONE</p> <ul style="list-style-type: none"> • Oct. 1, 2016 Amount of student loan is due • Jan. 1, 2017 Company reimbursement is due 	<p>FALL TERM - YEAR TWO</p> <ul style="list-style-type: none"> • Oct. 1, 2017 Amount of student loan is due • Jan. 1, 2018 Company reimbursement is due
<p>WINTER TERM - YEAR ONE</p> <ul style="list-style-type: none"> • Jan. 1, 2017 Amount of student loan is due • April 1, 2017 Company reimbursement is due 	<p>WINTER TERM - YEAR TWO</p> <ul style="list-style-type: none"> • Jan. 1, 2018 Amount of student loan is due • April 1, 2018 Company reimbursement is due
<p>SPRING TERM - YEAR ONE</p> <ul style="list-style-type: none"> • April 1, 2017 Amount of student loan is due • July 1, 2017 Company reimbursement is due 	<p>SPRING TERM - YEAR TWO</p> <ul style="list-style-type: none"> • April 1, 2018 Amount of student loan is due • July 1, 2018 Company reimbursement is due

Custom Corporate Billing Plans (Boeing, Intel, and others)

Certain companies, especially those that have their own tuition programs, use procedures that don't fit neatly into our usual tuition payment options. Oregon Executive MBA is always able to work with you to maximize your company's contribution or to certify your tuition in a different way.

Please contact Erika Foin (foin@uoregon.edu or 503-412-3785) for a personalized payment plan or to arrange for alternative billings.

Examples of custom corporate billing plans include:

- Companies such as Intel or Boeing that pre-pay tuition and require the university to bill the company



- Companies that have a calendar year maximum (for example, \$10,000/year) and tuition should be billed early or late to maximize that amount
- Any governmental agency which has its own arcane process

HOW TO PAY

Your tuition bill and account are accessed through DuckWeb (the same portal you will use to access your grades). **To view DuckWeb, you must be a fully matriculated student.** See below for instructions on accessing DuckWeb.

Payment Options

Please note that we cannot accept payments at the Oregon Executive MBA office. Payments must go directly to the University of Oregon Cashier's Office in Eugene.

You can pay your bill one of five ways.

1. **eCheck:** You set up a direct connection between your bank account and your billing account in DuckWeb. This is the fastest and easiest way for payments to be processed. The transfer time is usually less than a day.
2. **Paper check:** Paper checks must include your student ID number and should be mailed to the following address: UO Cashiers Office, PO Box 3237, Eugene, OR 97403-0237. Allow one week for mailing and posting to your account. (For express or overnight delivery, you may use this address: University of Oregon, Oregon Hall, Cashiers Office, 1585 E 13th Ave, Eugene, OR 97403).
3. **Credit or debit cards:** You can pay with credit or debit cards (Visa, Mastercard, Discover or American Express) through DuckWeb; however, be aware that the University of Oregon uses a third-party vendor to process credit card payments and they pass on a fee for the use of cards: 2.75% on the entire transaction.
4. **In person:** If you are a Eugene student, you may also deliver your payment in person. Bring your check and your student ID number to the Cashiers Office on the first floor of Oregon Hall during regular business hours. There are also yellow drop boxes at that location; if you use a drop box, be sure to write your student ID number on the memo line of the check.
5. **Wire transfers** are also available, but few students use them. Please visit this page if you want to use a wire transfer because there are very specific instructions: <http://ba.uoregon.edu/make-a-payment>



How to Access DuckWeb and QuikPay

Go to DuckWeb: <http://duckweb.uoregon.edu>

Log in with your nine-digit UO ID number and personal access code

In DuckWeb, click on “QuikPay Student Billing Account.” This will take you to the QuikPay system.

You will see a menu bar to the left.

To pay your account, click “Make Payment.” See instructions on next page or on QuikPay for further instructions and details.

To see your payment history, click “Transaction History.”

To see your current, up-to-date balance, click on the item that says “Activity since last statement.” This will show your current balance.

To see your balance as of the last billing statement, click “Current Statement.” Note: this is your balance as of the last statement, and much like a credit card statement, it will NOT show your current tuition balance if you have made payments since the last statement.

To add, edit, or delete payment accounts, click “Payment Profiles”. **If you are considering using a credit card to pay your tuition, please note that you will be charged a 2.75% fee on the entire transaction. There is no charge to use an eCheck from your checking account.**

Be sure to check the “Messages” section for important announcements or communications.

STUDENT LOANS

Please note that your loans will NOT renew automatically for your second year in the program. The entire loan process must be repeated.

There are three types of loans available to Oregon Executive MBA students: the Direct Unsubsidized Loan, the Graduate PLUS loan, and educational loans (known as “alternative loans”) through students’ personal banks or credit unions.

Federal Direct Unsubsidized Loan

This loan is available each year for \$20,500 (federal annual limit), disbursement is minus the federal fee.



This federal loan has a more favorable interest rate than open-market loans (5.31% with a 1.068% origination fee in 2016-17).

Website: http://financialaid.uoregon.edu/direct_loan_unsubsidized

Federal Graduate PLUS Loan

If needed, the Graduate PLUS loan can be borrowed to supplement other educational loans and support resources. This application opens after June 1, 2016 for the 2016-2017 academic year. This federal loan has less favorable interest rates (6.31%, with a 4.272% origination fee, in 2016-17) than many open-market loans.

Website: http://financialaid.uoregon.edu/graduate_plus_loan

“Alternative Loans” through Your Personal Bank or Credit Union

It is also possible to apply for educational loans through your personal bank or credit union. These are still considered educational loans and have the same deferred-payment policy as loans obtained through the school. (The UO financial aid office calls these “alternative loans.”) Depending on your relationship with your bank, you may find better rates than those available through the school. In some cases, students with home equity use these lines of credit to fund their schooling. To investigate these alternative loans, check with your bank.

How to Apply for a Student Loan

Before applying for an unsubsidized loan or a Graduate PLUS loan, you must fulfill the following three requirements:

- You must be fully admitted to the Oregon Executive MBA
- You must be fully admitted to the University of Oregon
- You must have already claimed your Duck ID (See your handbook “Welcome to the Oregon Executive MBA” for information on logging into DuckWeb and claiming your Duck ID.)

Alternative loans can be applied for at any time.

Applying for Unsubsidized Federal Loans

To receive an unsubsidized federal loan at the University of Oregon for participation in the Oregon Executive MBA program you must complete the following four steps. People who complete each step promptly report that the entire process takes about a month from start to finish. See below for detailed instructions.



1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Accept the award on DuckWeb
3. Complete the master promissory note and entrance counseling on <https://studentloans.gov> (required for incoming first-year students only).
4. Sign up for direct deposit on DuckWeb

Step 1: Complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. The application for the 2016-17 academic year is available starting January 1, 2016.

Step 2: Accept the award on DuckWeb. The UO will send an award letter offering loans or an email notification to view and accept your offer of loans on DuckWeb. Log on to DuckWeb with your UO ID number and personal access code: (<https://duckweb.uoregon.edu>) and click on STUDENT MENU > FINANCIAL AID INFORMATION MENU > AWARD PACKAGE > SELECT AID YEAR > AWARD OVERVIEW.

Step 3: Complete the master promissory note and entrance counseling for your unsubsidized federal loan at <https://studentloans.gov>

Step 4: Sign up for direct deposit on DuckWeb as soon as possible to pay your UO billing account and receive your loan disbursement refunds. If you do not have direct deposit then the Business Affairs Office will mail your refund to the mailing address provided on DuckWeb.

http://ba.uoregon.edu/student/refunds-and-direct-deposit#Sign_up_for_Direct_Deposit_today

Notify UO Financial Aid at <https://secureserver.uoregon.edu/financialaid/contact> if you notice that your budget is incorrect, or if your aid has not been paid to your account.

Applying for Graduate PLUS Loans

To receive an unsubsidized federal loan at the University of Oregon for participation in the Oregon Executive MBA program you must complete the following steps.

1. Apply for the loan at <https://studentloans.gov>
2. **Complete (again*)** the master promissory note and entrance counseling on <https://studentloans.gov>

*Yes, these items must be completed again for the Graduate PLUS Loan, even if you've already completed it for the unsubsidized federal loan.



More about Federal Loans

You may request to have your federal loans reduced at any time during the academic year and you must report any other expected educational resources such as non-OEMBA scholarships or employer support to the Office of Student Financial Aid and Scholarships. You may send an email at <http://financialaid.uoregon.edu/contact>.

When calculating your budget, remember that the amounts offered are before the origination fee is deducted (1.068% for Federal Unsubsidized Graduate loans and 4.272% for Graduate PLUS loans in 2016-2017).

Repayment Policies

Unsubsidized loans begins six months (grace period) after last day of at least half-time enrollment.

Graduate PLUS loans begins after the last day of at least half-time enrollment with no grace period.

Interest accrues on both loan programs while in school and during grace period.

For more information: http://financialaid.uoregon.edu/loan_repayment

Veterans' Benefits

The Office of Veterans Affairs, a unit within the Office of the Registrar, is located in 215 Oregon Hall, and helps eligible student veterans, reservists and dependents obtain educational benefits in compliance with the procedures and regulations of the United States Department of Veterans Affairs (VA). Students may contact the Veterans Coordinator, Mary Earp for assistance: mearp@uoregon.edu or 541-346-2938.

A complete list of resources for veterans is available at:

<http://registrar.uoregon.edu/veterans#scholarship-program-and-related-links>

Tax Ramifications of Tuition

While each person's situation varies and OEMBA cannot give any specific tax advice, there are several tax credits available for tuition payments that you may qualify for, depending on your specific situation. Consult your accountant or tax professional.



CONTACT INFORMATION

OEMBA Contacts

Tuition and Billing

Erika Foin, Managing Director, Oregon Executive MBA

Phone: (503) 412-3785

Email: foin@uoregon.edu

Loan Questions

Financial Aid and Scholarships

Complete contact form at: <http://financialaid.uoregon.edu/contact>

Veterans' Resources

Mary Earp, Veterans Coordinator, Office of the Registrar

Campus location: 215 Oregon Hall (Second floor)

Mailing address: 5257 University of Oregon, Eugene, OR 97403-5257

Telephone: (541) 346-3119

Email: mearp@uoregon.edu

Fax: (541) 346-6682

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