

# Bill Payment

## Student Financial Services

354 Richards Hall  
617.373.2270  
617.373.8222 (fax)  
studentaccounts@northeastern.edu

Full payment of tuition and other related charges is due prior to the start of the term as specified on the original bill. For questions related to the billing process, late fees, payment methods, tuition payment plan, and refunds, contact us at the phone number and email address provided above.

## Payment of Tuition

Full payment of tuition, residence hall fees, and other related charges is due before the start of each semester. Payments will be accepted for billable charges only. The university is not able to process payments for more than the balance due on the student's account. Accepted methods of payment are:

- Electronic check (e-check). Payments can be made online via NUPay on the myNortheastern portal (<https://my.northeastern.edu>) and are processed the same day they are received by the university.
- Through the monthly payment plan, administered through Tuition Management Systems. For additional information, visit the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).
- Supplemental loans. Review options at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/financing-options>).
- Additional payment options and details can be found at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).
- International payments using Flywire. Northeastern University has partnered with Flywire to streamline the international wire payment process to the university. This service provides students and their families a safe, cost-effective, and convenient method of making payments to Northeastern University in foreign currencies. Review how to initiate payment at the Student Financial Services website (<https://studentfinance.northeastern.edu/billing-payments/payment-methods>).

Bills must be paid promptly. If a bill has not been received by the first week of the semester, contact Student Accounts. Transcripts and other academic records will not be released until all financial obligations to the university have been met.

## Student Financial Responsibility Agreement

As compelled by federal law, all students who enroll in classes at Northeastern University are required to complete and accept the Student Financial Responsibility Agreement (SFRA). This agreement must be completed once per academic year and is located on the student's myNortheastern portal. Failure to complete the SFRA will result in a hold that prevents registration.

## Discrepancies in Your Bill

Discrepancies in your bill should be addressed in writing via email to Student Financial Services at studentaccounts@northeastern.edu.

Include your name, account number, dollar amount in question, date of invoice, and any other information you believe is relevant.

If there is a billing problem, pay the undisputed part of the bill to avoid responsibility for any late fees.

## Late Fees

Late fees can be placed on accounts any time after the due date if the account remains fully or partially unpaid. The university typically waits, however, until after the conclusion of the add/drop period, for the specified semester, prior to assessment of late fees. These fees are based on the amount past due at the time of assessment, and can range from \$75 to \$200. Late fees are assessed once per semester.

If a student or payer wishes to dispute a late fee assessment, they must do so, in writing, to studentaccounts@northeastern.edu. Please be sure to include the student's name, NU ID, and reason for the dispute in the email.

In cases where students default on financial obligations, the student is liable for the outstanding balance, collection costs, and any legal fees incurred by the university during the collection process.

## Tuition Paid Directly by Employers

When a third party pays tuition directly to the university, the student must provide the Office of Student Accounts with a purchase order or a written statement of intent to pay by the third party prior to the first week of classes. If there are stipulations associated with the payment agreement, such as a minimum grade level, then the student must either pay the university directly or enroll in one of the payment options. Documents pertaining to a third-party agreement can be emailed to thirdparty@northeastern.edu or mailed to the address below.

Student Financial Services/Third Party  
354 Richards Hall  
360 Huntington Avenue  
Boston, MA 02115

617.373.8222 (fax)  
thirdparty@northeastern.edu

## Tuition Reimbursement

Many companies, embassies, and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill at the beginning of the semester or selecting another payment option. Tuition may not be left unpaid pending reimbursement by a third party.

## Tuition and Fees and Default Policy

Tuition rates, all fees, rules and regulations, and courses and course content are subject to revision by the president and the Board of Trustees at any time. In cases where the student defaults on his or her tuition, the student shall be liable for the outstanding tuition and all reasonable associated collection costs incurred by the university, including attorneys' fees.

## Mandatory Student Health Plan

Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma, or degree-granting program in a Massachusetts institution of

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higher learning to participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. Under SHIP, a part-time student is defined as one who is enrolled in at least 75 percent of the full-time curriculum (College of Professional Studies graduate students—7 credits; part-time graduate students—6 credits).

Students who have comparable health plan coverage may waive the Northeastern University Student Health Plan (NUSHP) by completing a waiver on their myNortheastern portal (<https://my.northeastern.edu>) by the designated deadline date each academic year. For deadlines and additional information, visit the NUSHP website. (<http://www.northeastern.edu/nushp>)