The Sycamore Plan and How to Let Someone Else Pay Your Bill

Fall 2020/Spring 2021

How to Let Someone Else Pay Your Bill

Student Access in the Student Account Suite

Your University login and password (the same information you use for the myISU Portal) will be your login credentials for the Student Account Suite.

The Student Account Suite provides you the ability to view or pay your bill, see account details, and view your payment history/account activity. You can also add authorized users (mom, dad, grandma, etc.) to your account so they can make payments online and view your billing statement, your account activity, and your payment history.

Authorized User Access

(Different than Proxy Access and Passphrase)

Authorized User Access allows family members to view or pay your bill. If you wish to have an authorized user, you must set up access in the Student Account Suite for each authorized user by inputting their email address and authorizing their access.

To Get to the Student Account Suite

1. Go to indstate.edu/payisu.
2. Click on the button that says “Account Suite STUDENT LOGIN.”

Steps for Setting up an Authorized User

1. Log in to the Student Account Suite.
2. Click on “Authorized Users” under the “My Profile Setup” section.
3. Click on “Add Authorized User.”
4. Enter the e-mail address of the authorized user.
5. Select “Yes” or “No” radio buttons for the following questions: (Note: Regardless of how A or B below are answered, the authorized user will be able to pay on your account with credit card or electronic check.)
   a. Would you like to allow this person to view your billing statement and account activity?
   b. Would you like to allow this person to view your payment history and account activity?
6. Click Continue.
7. Check the “I Agree” box.
8. Click Continue.

Information Authorized Users Will Need When Logging in to the Student Account Suite

1. Authorized users must check their email account for their temporary password.
2. To access the Student Account Suite, the authorized user must go to indstate.edu/payisu and click on the green button that says “View or Pay Your Bills Online—Click Here to Login.”
3. Authorized users must log in to the Student Account Suite using the email address that was given access in the student account suite and the temporary password that was emailed to them.

(The first time the authorized users log in to the account suite, they must enter their full name and change their password. If signed up for Proxy Access, it is recommended that their new password match the password used for Proxy Access to ensure continuity when accessing Indiana State student information.)
4. Authorized users must then click Save to be taken to the home screen of the Student Account Suite.

Sample Monthly Payment Plan Budget

The worksheet below is for your use in determining your monthly payment. The numbers on the left are estimates based on fall 2020/spring 2021 fees. The spaces on the right are for your use based on estimated amounts.

A. Enter estimated fall 2020/spring 2021 expenses.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$9,466</td>
</tr>
<tr>
<td>Room and board</td>
<td>$11,016</td>
</tr>
<tr>
<td>Total expenses</td>
<td>$20,482</td>
</tr>
</tbody>
</table>

B. Enter estimated fall 2020/spring 2021 deductions below. Use any financial aid estimates already known. Do not include federal or state work study awards as a deduction.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>$9,100</td>
</tr>
<tr>
<td>Other scholarships</td>
<td>+ $______</td>
</tr>
<tr>
<td>Personal payments made or planned</td>
<td>+$5,382</td>
</tr>
<tr>
<td>Total deductions</td>
<td>= $14,482</td>
</tr>
</tbody>
</table>

C. Subtract total deductions from total expenses and enter the result below as your fall 2020/spring 2021 budget amount.

- Your budget amount = $6,000 = $______

D. Divide the budget amount by ten (or the number of monthly payments in your plan).

- Your monthly payment = $600 = $______
Indiana State University • Fall 2020/Spring 2021

THE SYCAMORE PLAN

Indiana State University is committed to providing you a quality education at an affordable price. The Sycamore Plan is not one solution—it’s a comprehensive package of three creative financing solutions, offering a plan that is best for you and your family.

The three Sycamore Plan payment options include:
- The Single Payment Plan
- The Monthly Payment Plan
- The Variable Payment Plan

This chart (right) gives general information about each of these payment plans. For specific details, call the offices listed on the chart or e-mail: ISU-Bursar@indstate.edu

The University Board of Trustees reserves the right to change fees at any time in the future. The right to correct errors is also reserved.

### Payment Plan Budget

- **D. Divide the budget amount by ten (or the number of spaces on the right are for your use based on estimates based on fall 2020/spring 2021 fees).**
- **A. Enter estimated fall 2020/spring 2021 expenses.**
- **B. Enter estimated fall 2020/spring 2021 deductions** below. Use any financial aid estimates already included on the worksheet.
- **C. Subtract total deductions from total expenses and enter the result below as your fall 2020/spring 2021 budget amount.**

### Features

- **Single Payment Plan:** One payment per term.
- **Monthly Payment Plan:** Fall 2020 and spring 2021 academic, housing, and mandatory fees may be spread over equal monthly payments, payable through Nelnet.
- **Variable Payment Plan:** Amount and timing of payments, up to the final due date, are determined by each individual student.

### Amounts

- **Single Payment Plan:** Pay the full amount for academic, housing, and mandatory fees* by the deadline dates to avoid being assessed the Variable Payment Plan fee.
- **Monthly Payment Plan:** Any amount can be budgeted (see reverse side for example) to be paid in equal monthly payments. Budgets, plus other resources, must cover academic and mandatory fees* to avoid the Variable Payment Plan fee.
- **Variable Payment Plan:** Academic, housing, and mandatory fee* payments can be made in varying amounts at whatever interval is convenient until the final due date.

### Participation Fees

- **Single Payment Plan:** None
- **Monthly Payment Plan:** $65 non-refundable academic year enrollment fee payable to Nelnet.
- **Variable Payment Plan:** $25 minimum/$60 maximum per semester. A Variable Payment Plan fee is automatically assessed if academic and mandatory fees* remain unpaid as of designated due dates.** This fee does not apply to unpaid housing fees.

### Deadline

- **Single Payment Plan:** Full payment must be received for fall 2020 in the Office of the Controller on or before August 18, 2020; spring 2021 fees are to be paid by January 12, 2021. (Visit indstate.edu/reslife for dates related to the $150 initial housing payment.)
- **Monthly Payment Plan:** Enrollment for the academic year must occur by August 31, 2020. Past due payments must be paid at the time of enrollment. (Contact Nelnet for spring-only options.) Amounts are due the first of each month with the final payment due April 1, 2021. (Visit indstate.edu/reslife for dates related to the $150 initial housing payment.)
- **Variable Payment Plan:** All fall 2020 academic, housing, and mandatory fees* must be paid by October 15, 2020; spring 2021 must be paid by March 18, 2021. (Visit indstate.edu/reslife for dates related to the $150 initial housing payment.) The Variable Payment Plan fee will be assessed if:
  - the appropriate payment has not been made under the Single Payment Plan, or
  - Monthly Payment Plan budgets plus other resources, such as financial aid, do not cover academic and mandatory fees.*

### Method of Payment

- **Single Payment Plan:** Cash, check, Visa, MasterCard, Discover. Payment by electronic check is also available via the Student Account Suite at indstate.edu/payisu.
- **Monthly Payment Plan:** Contact Nelnet for available budget payment methods; cash, check, Visa, MasterCard, and Discover are available for non-budgeted payments made to Indiana State University. Payment by electronic check is also available via the Student Account Suite at indstate.edu/payisu.
- **Variable Payment Plan:** Cash, check, Visa, MasterCard, Discover. Payment by electronic check is also available via the Student Account Suite at indstate.edu/payisu.

### Have Questions or Need More Information?

- **Single Payment Plan:** Indiana State University Office of the Controller, 812-237-3511, regarding academic fees. Residential Life, 812-237-3993 or toll-free 888-824-3920, regarding housing fees.
- **Monthly Payment Plan:** Contact: Nelnet toll-free, 800-722-4867 or indstate.afford.com, Indiana State University Office of the Controller, 812-237-3544.
- **Variable Payment Plan:** Contact: Indiana State University Office of the Controller, 812-237-3511, regarding academic fees. Residential Life, 812-237-3993 or toll-free 888-824-3920, regarding housing fees.

*Includes distance education delivery, recreation center, health and wellness fee, etc. Excludes non-semester based independent study, study abroad, non-credit, and normally excludes non-web registered outreach courses.

**Dates are published in the “Payment Due Dates” under the billing and finances section for each respective semester found on the Sycamore Express website at indstate.edu/express.

Please note: All accounts carrying fall 2020 and/or prior outstanding charges, as of October 15, 2020, may be subject to the internal collections process. This could result in additional fees, blocked registrations, and encumbered records. The equivalent date for spring 2021 is March 18, 2021.