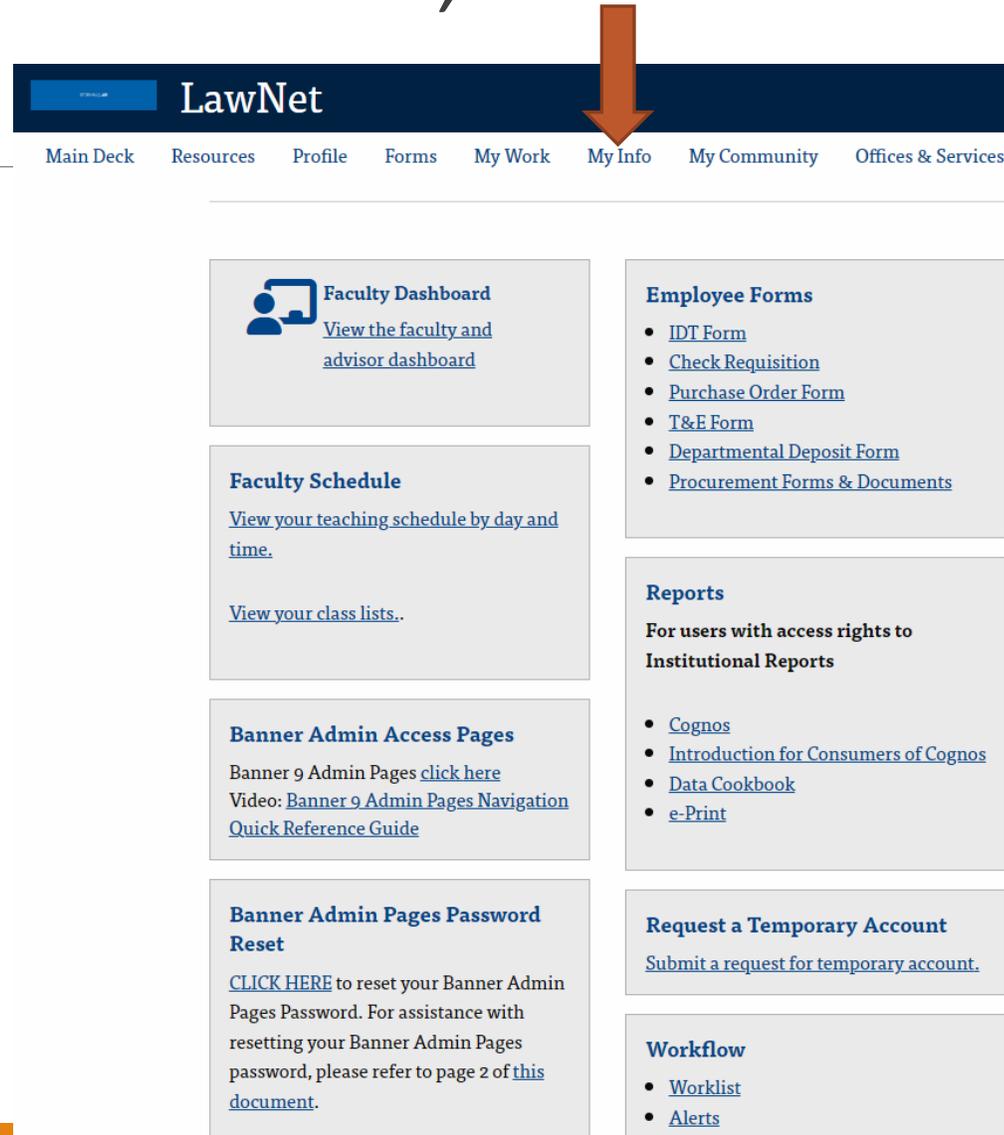


Quick Guide on Bursar

JORDAN BRAUN, REGISTRAR AND BURSAR, FALL 2023

Log into Lawnet via okta, click on the “My info” tab



The screenshot shows the LawNet interface. At the top, a dark blue navigation bar contains the 'LawNet' logo and several menu items: 'Main Deck', 'Resources', 'Profile', 'Forms', 'My Work', 'My Info', 'My Community', and 'Offices & Services'. A large orange arrow points down to the 'My Info' tab. Below the navigation bar, the 'My Info' section is displayed with a grid of links and information:

- Faculty Dashboard**
View the faculty and advisor dashboard
- Faculty Schedule**
View your teaching schedule by day and time.
View your class lists.
- Banner Admin Access Pages**
Banner 9 Admin Pages [click here](#)
Video: [Banner 9 Admin Pages Navigation Quick Reference Guide](#)
- Banner Admin Pages Password Reset**
[CLICK HERE](#) to reset your Banner Admin Pages Password. For assistance with resetting your Banner Admin Pages password, please refer to page 2 of [this document](#).
- Employee Forms**
 - [IDT Form](#)
 - [Check Requisition](#)
 - [Purchase Order Form](#)
 - [T&E Form](#)
 - [Departmental Deposit Form](#)
 - [Procurement Forms & Documents](#)
- Reports**
For users with access rights to Institutional Reports
 - [Cognos](#)
 - [Introduction for Consumers of Cognos](#)
 - [Data Cookbook](#)
 - [e-Print](#)
- Request a Temporary Account**
[Submit a request for temporary account.](#)
- Workflow**
 - [Worklist](#)
 - [Alerts](#)

Under My Bursar Account, click on view and pay my account

[Main Deck](#) [Resources](#) [Profile](#) [Forms](#) [My Work](#) [My Info](#) [My Community](#) [Offices & Services](#)

 **Student Dashboard**
[View student records and update information](#)

 **Personal Information**
[View and update your profile information](#)

 **Financial Aid**
[View financial aid status and award offer](#)

 **Student Registration**
[View and update the registration dashboard](#)

 **Student Dashboard**
[View student records and update information](#)

Health Insurance Waiver
Important New Jersey State Law requires that full-time students be covered by health insurance. Seton Hall provides a group health insurance plan. However, you may complete a Medical Insurance Waiver if you already have health insurance and do not want the Seton Hall plan. [More Information](#)

Full Time Student?
[Submit Health Insurance Waiver - Needs to be submitted each academic year.](#)

My Bursar Account

- [View and pay my account](#)
- [Refund Authorization Request](#)
- [International Wire Transfers](#)

Financial Aid Steps

- **Step 1** Accept/Decline Your Awards on LawNet
- **Step 2** View Required Documents on



This is general information on how to pay your bill, please click on pay my bill

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

You are being directed to the View Account Homepage where you can:

- a. **View your Billing Activity and electronic statements**
- b. **Make an online payment on your account:** No Fee for electronic check payments. 2.85% (minimum \$3.00 fee) for credit card payments will be added to your payment.
- c. **Add a bank account for Electronic Refunds**
- d. **Add Authorized Users**
- e. **View 1098T statements**
- f. **Setup a Payment Plan:** Payment plans have a \$50 enrollment fee and require a 15% down payment. Installments can be made with e-Check or credit card. The Payment Plan is only available for students registered for the current term. It is not available for past due balances. The payment plan is not available for the summer term.

For assistance, contact the Bursar Office at (800) 222-7183 or [via e-mail](#)

RELEASE: 8.7.2

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Next, either opt in for Tuition Protection, or simply click No

Tuition Protection Purchase

You must purchase your plan by 09/05/2023

Add Tuition Protection

Purchase a new plan each term to help keep your financial investment protected.

Yes, protect my upcoming term for \$220.00 ✓ **Highly Recommended**

- **Compensation:** Get reimbursed up to \$20,000.00 if the student withdraws from school for a reason such as a covered injury or a mental or physical illness
- **Peace of mind:** Receive protection for books, supplies, instructional materials, lab/activity fees, and more
- **Flexibility:** Update the coverage amount to what works best for you (up to \$40,000)
- **Help when you need it:** Enjoy 24/7 assistance for emergencies, including help arranging student and family travel plans and returning the student's vehicle home

Please note: You have up to the start of the upcoming term to purchase a Tuition Protection Plan. To purchase at a later date or to learn more, please visit [GradGuard.com/Tuition](https://gradguard.com/Tuition).

No, do not protect my tuition payment. I understand I may be responsible for eligible non-refundable expenses should the student withdraw.

Please visit [GradGuard.com](https://gradguard.com) to purchase a plan with a different coverage amount.

Review Period: If you are not completely satisfied with your plan, you may request a refund of the unearned premium as long as you haven't initiated a claim. Premiums are non-refundable after this period.

Terms, conditions, and exclusions (including for pre-existing conditions) apply. Plans only available to U.S. residents and may not be available in all jurisdictions.

Announcement

Attention:

- **Health Insurance Waiver will be available on or about July 15th**
- **Monthly E-Statement for Undergrad and Graduate students will be issued on or about Monday, July 10th.** *You may also generate a Real-Time Statement at any time.
- **Law School statements will be issued at a later date.** *You may also generate a Real-Time Statement at any time.

All students must have a zero balance to register for classes and/or access your transcripts.

All credit card payments incur a non-refundable **PayPath Service Fee of 2.95%** and will be added to your payment with a minimum charge of \$3.00

Non-attendance does not constitute dropping or withdrawing from a course.

Main Campus Information:

Fall 2023

Due date: 08/02/2023

Last Day of Add/Drop: 09/05/2023.

Law School Information:

Fall 2023

Due date: 08/21/2023

Last Day of Add/Drop: 08/28/2023.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID: xxxx3307

Student Account There is no activity on this account at this time.

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

Statements



Click the button to view your current account balance and details.

[Real-Time Statement](#)

- Click on Refund Account Setup to sign up for electronic refunds
- Click on payment plans to enroll in a monthly payment plan
- Click on authorized user to add a third party (i.e. parent) who can view and pay the bill.
- Click on make payment to make a payment on account
- Click on real-time statement to view current statement

Tuition Protection Purchase

You still have time to add tuition protection! Get reimbursed for non-refundable tuition and on/off-campus housing expenses, receive protection for other school expenses and more.

Tuition Protection is available to purchase for **Fall 2023**.

[Add Tuition Protection Now](#)

Contact GradGuard at **877-794-6603**.

My Profile Setup



[Authorized Users](#)



[Personal Profile](#)



[Payment Profile](#)



[Security Settings](#)



[Consents and Agreements](#)



[Electronic Refunds](#)

Final Points

- If you have a credit balance and would like use those funds for your books at the SHU LAW book-store via Pirates Gold, please email me.
- Every Student is automatically enrolled and billed in the school's health insurance plan for the year. If you have your own coverage and would like to waive it, please complete the [health waiver online form](#).
- Tuition is Due August 21,2023, refunds of credit balances are processed after add drop ends (August 28th, 2023) once we confirm attendance
- NJ Transit discounts are for the full month, so you have to sign up starting September (first full month of school), so it will not be available until end of August online.

Contact Me if needed

- Lastly, if you have any further questions about billing or refunds, I can be contacted at 973-642-8385 or at my Jordan.Braun@shu.edu.

