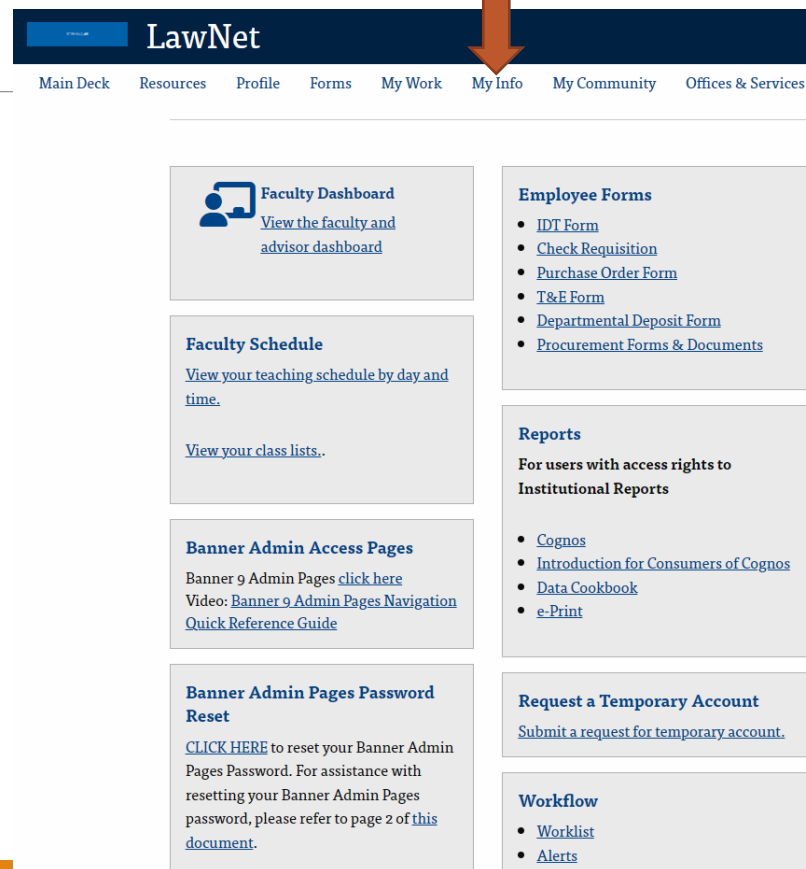


Quick Guide on Billing/ Bursar Account

JORDAN BRAUN, REGISTRAR AND BURSAR, FALL 2025



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



The screenshot shows the LawNet dashboard interface. At the top, a dark blue navigation bar contains the 'LawNet' logo and a series of tabs: 'Main Deck', 'Resources', 'Profile', 'Forms', 'My Work', 'My Info', 'My Community', and 'Offices & Services'. An orange arrow points directly to the 'My Info' tab. Below the navigation bar, the dashboard is organized into a grid of functional blocks. On the left side, there is a 'Faculty Dashboard' block with a user icon, followed by a 'Faculty Schedule' block, a 'Banner Admin Access Pages' block, and a 'Banner Admin Pages Password Reset' block. On the right side, there is an 'Employee Forms' block with a list of links, a 'Reports' block, a 'Request a Temporary Account' block, and a 'Workflow' block. Each block contains specific links and instructions relevant to its function.

LawNet

Main Deck Resources Profile Forms My Work **My Info** My Community Offices & Services

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



General information on touchnet, please click on continue

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

- **View your Billing Activity and electronic statements**
- **Make an online payment on your account:** No Fee for electronic check payments. 2.95% (minimum \$3.00 fee) for credit card payments will be added to your payment.
- **Add a bank account for Electronic Refunds**
- **Add Authorized Users**
- **View 1098T statements**
- **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 contact bursar@shu.edu

Continue

Review Refund Policy, click “I Acknowledge”

Refund Policy Acknowledgment

Our Refund Policy is outlined below. It is important that you read and understand your financial responsibility when a student must withdraw from school.

You will have an opportunity to purchase the optional tuition insurance plan in the next step. This plan can reimburse non-refundable tuition and housing costs after an unexpected withdrawal for a covered illness, injury, mental health condition, and more.

The Refund Schedule below is for students who are **completely withdrawing from all courses** during the semester.

100% of tuition and fees refund	Students who withdraw completely from the University either prior to the start of classes or through the end of the add/drop period of the semester will receive 100 percent refund.
80% of tuition refund only – first week after add/drop period	Student is responsible for all fees plus 20% of tuition charged
60% of tuition refund only – second week after add/drop period	Student is responsible for all fees plus 40% of tuition charged
40% of tuition refund only – third week after add/drop period	Student is responsible for all fees plus 60% of tuition charged
20% of tuition refund only – fourth week after add/drop period	Student is responsible for all fees plus 80% of tuition charged
NO REFUND – fifth week and later	Student is responsible for all tuition and fees after four weeks

*All refunds will be based on the official date of withdrawal, which is the date verified by the Office of the Registrar.

*Financial Aid loans and scholarships may be removed entirely or reduced after withdrawing. Consult a Financial Aid counselor for further information on how withdrawing impacts your financial aid as it can result in a balance owed to the university.

I Acknowledge

Next, either opt in for Tuition Protection or simply select no, click continue

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:

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

All credit card payments for **International Cards** will incur a non-refundable **PayPath Service Fee of 4.25%** and will be added to your payment with a minimum charge of \$3.00

To enroll in **TEXT NOTIFICATIONS**, select 'Personal Profile' (navigation pane on the right). Add your cell number and/or additional personal email to receive notifications regarding your account.

Fall 2024

Main Campus Due Date: Aug 2, 2024

Law School Due Date: Aug 19, 2024

Summer 2024

Main Campus Due Date: May 27, 2024

Law School Due Date: June 2, 2024

Helpful links:

[FAQs](#)

[Tuition and Fees](#)



Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.



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](#)

Touchnet Home Screen

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 2024**.

[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. To waive coverage, enroll, and view specifics of the plan, please view [SHU Student Health Insurance Page](#). There is also a contact for University Health Plans if you have any further questions.
- Tuition is Due August 21, 2025, refunds of credit balances are processed after add drop ends (August 28th, 2025) once we confirm attendance via Compass. Please ensure you have electronic refunds set up before then if you wish to receive any student refunds as a direct deposit.
- NJ Transit discounts are for the full month, so you must sign up starting September (first full month of school), so it will not be available until end of August online.
- Lastly, if you have any further questions about billing or refunds, I can be contacted at 973-642-8385 or at Jordan.Braun@shu.edu.