**STUDENT BILLING ACCOUNT**

The student billing account is established in the student’s name and is used for most charges incurred at the university.

**Billing Account Terms and Conditions**

The university’s Billing Account Terms and Conditions (Revolving Charge Agreement) must be read and accepted by all students. Students must agree to the Terms and Conditions in order to register for classes.

To accept the Terms and Conditions Online:

- Login to DuckWeb
- Select “Student Menu”
- Select “Billing Account Terms and Conditions”
- Read Agreement
- Check the box to agree
- Select “Save”

**Charges**

Most charges that a student incurs on campus will be reflected on the student billing account. These charges include: Tuition, Mandatory Fees, Matriculation Fee, Tuition & Fee Penalties, Self-Support Courses, Course Fees, Room & Board, Parking Fines, Health Center Charges, Library Fines, etc.

**Matriculation Fee:** All admitted students pay this one-time fee during their first term.

**Mandatory Fee:** This fee is assessed each term the student is registered for classes.

**Tuition and Fee Penalties:** Penalties occur after the 10th of each month. Interest and billing fees are assessed on past due balances after the 10th of each month.

**Room and Board charges:** Room and Board charges are assessed per term.

**Duck Store (UO Bookstore):** Duck Store is a separate entity; therefore, books and supplies will not appear on the student’s billing account.

More information about charges is available at: http://ba.uoregon.edu/student/charges

### Billing & QuikPAY®

The university uses an electronic billing system called QuikPAY® to bill students for charges incurred. Electronic billing statements are generated on a monthly billing cycle and are produced around the 16th of each month. Payments are due on the first day of the following month. The first billing statement for Fall term will be available mid-September; for Winter term mid-December; and for Spring term mid-March. Once the statement is available online, an electronic notification will be sent to the student’s official UO email address.

To login to QuikPAY®:
- Login to DuckWeb using your UO ID & PAC
- Select “Student Menu”
- Select “QuikPAY® Student Account”
- Select “Authorize Payers” from the list of options on the left
- Enter the authorized payer’s name, email address, and create a login name
- Click on the “Add” button

Once the student establishes an authorized payer, an email notification will be sent to the authorized payer’s email address with login instructions. The login name will be provided within the email. Authorized payers access QuikPAY® through a link in the email or on the web at https://quikpayasp.com/uoregon/studentAccount/authorized.do.

The authorized payer will click the secure link to set the password.

Please bookmark this page for future reference.

### Authorize Payers: Forgot your password?

Payer clicks on Reset Password. Authorized Payer will receive an email with the secure link to reset the password.

**Payments**

The Total Due amount on the monthly billing statement must be paid in full by the due date to avoid interest and billing fees. Partial payments are allowed on the student account under the Billing Account Terms and Conditions.

**Payment methods:**

- Electronic payment from a checking or savings account made online through the QuikPAY® system using a bank account in the United States
- Credit card or Debit card payments can be made using the QuikPAY® system only.* MasterCard, Discover, American Express, or Visa credit cards are accepted.
- Mail payment with bottom portion of printed electronic bill to the address on the billing statement
- Pay in person at the Cashiers Office at the Thompson University Center located at 720 E 13th Ave.
- International students can pay by Flywire by visiting: uoregon.flywire.com

* The university has contracted with a third party to provide the ability to make credit card and Debit Card payments through the QuikPAY® system. There will be a separate fee charged by the third party to the credit card or Debit Card account for processing the card transactions.

In order to register for the next term, the account balance must be below $1,000 for residents and $3,000 for non-residents. If the balance exceeds these amounts or if there are charges on the account that are older than two academic terms, you will not be able to register. Please contact the Collections Department at (541) 346-3215 if you have a registration hold.
Financial Aid

Financial aid and scholarships will be disbursed to the student’s billing account when the student meets all eligibility criteria. Financial aid loans, grants, fee waivers and university scholarships are awarded for the academic year with the disbursements divided into three equal installments. Financial aid disbursements will generally show on the first billing of each term as “Pending Financial Aid.” Pending aid is not deducted from the totals on the billing statement. Title IV federal financial aid will automatically pay current year institutional charges (i.e., tuition, fees, room and board) and up to $200 of prior year institutional charges. Title IV federal financial aid will not automatically pay non-institutional charges such as library fines, parking permits, parking fines, and health center charges. Students may authorize the university to pay all non-institutional charges for the current year and up to $200 of prior year non-institutional charges on-line via DuckWeb. Students receiving a refund may still owe a balance on their billing account for prior year charges or for current year charges if the student meets all eligibility criteria.

Outside Scholarships

Outside scholarships received by the university are provided to students in three ways:

- Checks that are made payable to the University of Oregon are automatically disbursed to the student’s billing account
- Checks that are made payable to both the University of Oregon and the student will require the student to endorse the check at the Cashiers Office before disbursement
- Checks that are made payable to the student will be released to the student by the Cashiers Office at the beginning of each term

Without specific instructions from the donor or from the student, the university’s policy is to disburse scholarships of $2500 or less in full. Scholarships more than $2500 are automatically disbursed in three equal installments for the three terms of the academic year. Outside scholarship checks need to include the student’s name and UO ID number and should be mailed to:

UO Cashiers
PO Box 3237
Eugene, OR 97403-0237

Credit Balances & Refunds

When financial aid and scholarships exceed allowable charges on the student’s billing account, the credit balance will be refunded. The preferred method for students to receive refunds is through Direct Deposit into the student’s bank account.

Sign up for Direct Deposit today!

Directions:

- Login to Duckweb using your UO ID & PAC
- Select Student Menu
- Select Direct Deposit
- Select Add New under Employee Reimbursement and Student Account Refunds
- Input your bank account information
- Check box to authorize UO to initiate Direct Deposit
- Select SAVE NEW DEPOSIT

For those without Direct Deposit, a financial aid refund check will be created and mailed. Please make sure mailing addresses are kept current via DuckWeb to avoid a lost check.

Disbursement information is available at: http://ba.uoregon.edu/student/refunds-and-direct-deposit

Credit balances remaining on accounts from personal payments will be refunded upon request. Credit card payments are refunded to the original card.

New Student Check List

- Activate your Duck ID to have access to your UO email account: https://duckid.uoregon.edu/
- Read, Accept and Sign the online Billing Account Terms and Conditions
- Establish Authorized Payers on your student billing account
- Set up Direct Deposit
- Read and Submit the online Title IV Authorization
- Place a reminder on your calendar to check your student account balance around the 16th of each month
- Place the fall, winter, spring, and summer payment due dates on your calendar

For more information, visit our website at: http://ba.uoregon.edu/student