Graduate Student Account User Guide

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(i) Please be sure to pay past due amounts with a direct payment.

STUDENT ACCOUNT

Search Princeton Knowledge Articles 🔍 Search   Recommended Help ⌄

Hello,   ID:

Student Type	Year of Study	Enrollment Status
Graduate	G5	Active

Amount Due
$1,475.00 🔍
Anticipated amount to be deducted from stipend.

New Activity
$30.00 🔍

New Balance
$5,855.00 🔍

PAY NOW

● Term Summary

Term	Charges	Credits	Total	Print Statement
20-21 Spr	$39,890.00	$-34,035.00	$5,855.00	🖨

👁 SHOW PREVIOUS TERMS

● Charges & Credits

Filter By: TYPE - All ▾   DATE - All ▾   Search 🔍 ⬇ 🖨

Date	Term	Type	Description	Due Date	Amount
2021-02-11	20-21 Spr	Installment Plan	Spring Payment Plan Charge	2021-02-25	$1,450.00
2021-02-11	20-21 Spr	Dining Non Contract	Frist Gallery Dining	2021-02-25	$25.00

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1. **Additional Help:** If more specific help is needed, search Princeton's Knowledge Articles or view recommended Articles and websites.

2. **Amount Due:** Displays the sum of unsatisfied charges with a due date of the current month or prior. If charges are past due, a red warring will appear here. For most, the Amount Due represents the dollar amount that will be requested from your monthly stipend paycheck and no direct payment is required. The deduction will appear as "student bill" on your pay stub. However, if your paycheck does not cover the full amount due or if you do not receive a Princeton stipend, an email will be sent advising you that a direct payment will be required at that time.

   Throughout the month, the Amount Due on your account will be incremented to reflect new charges as they are applied to your student account. This will continue up until the student bill deduction request is made to the Payroll Office. Whenever a deduction request is made, an email notification will be sent to you as a reminder to check your student account and to anticipate the deduction amount from your monthly paycheck. To see a breakdown of your charges due for the current month, click on the icon next to the dollar amount.

   If your account is overpaid, the "Amount Due" label will change to "Credit Balance". For example, this may occur if the proceeds of a loan were applied to your student account. From the Refunds button (#10), you can request the credit balance be deposited directly into your US bank account (or sent as check if direct deposit is not an option). Alternatively, the credit balance can remain on your account to offset new charges.

3. **New Activity:** Displays the sum of charges that were recently added to your account with a due in the subsequent month. To see a breakdown of your new charges, click on the icon next to the dollar amount.

4. **New Balance:** Displays the sum of what is due now plus all unsatisfied charges with a future due date within the current academic term. The New Balance amount includes future installments of your prorated charges. This is a running total of your term balance. You can elect to pay the full New Balance to cancel your participation in the installment plan for the remaining months of the term. To view a breakdown of the items that represent your New Balance, click on the icon next to the dollar amount.

5. **Pay Now:** Click this button to make your domestic or international e-payment from Princeton's Payment Gateway after being notified of an amount due. Domestic payments will be immediately applied; international payments via Western Union will appear after payment settlement occurs.

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6. **Term Summary:** Provides a summary of charges and credits applied in each term. Click the button to display previous terms.

7. **Print Statement:** Clicking the printer icon will display a student account statement for the selected term in PDF format for printing. The statement also provides check remittance instructions, if needed.

8. **Filter and Search:** The filter defaults to display only the charge items that are due now. Click the down arrow on the filter box to see all of the filter options. Selecting "TYPE – All" will show all of your student account activity in date order. Click on the column heading to change the order displayed. There also an option to Search for a word contained in the transaction description. To download the transactions displayed to Excel, click on the download icon. To print your transactions displayed, select the printer icon.

9. **Net Pay Tool:** This tool itemizes for the calendar year both the payments received and deductions taken from your paycheck, including the amounts deducted to satisfy your student account bill. The charges included in your Installment Plan and prorated over the term are displayed at the bottom.

10. **Refunds:** From the Refunds page, you can request all or part of any credit balance be deposited directly into your US bank account (or sent as check if direct deposit is not an option) after the start of classes. Some requests may require approval by Student Accounts.

11. **Tax Forms:** From the Tax Forms page, students who are US residents for tax purposes and are not fully supported for tuition can view and print their IRS Form 1098-T, Tuition Statement. As allowed by the IRS, a 1098-T is not issued to students who are fully supported. If you are eligible to receive a 1098-T, you can opt in for electronic distribution on this page. Helpful links to other tax documents are included.

12. **Direct Deposit/I-9:** From this page, you can enroll to have University payments and student account refunds deposited directly into your US bank account, or edit your current bank information. The page also displays your Form I-9 status which is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

13. **Contact Us:** Important contact information is provided if you need assistance or if you are experiencing technical problems.

14. **My Financials:** Click here to return to landing page.