

Quick financial tips



1. Avoid standing in lines, you can pay your fees and manage your account online!
2. Access your account online and make sure that anticipated aid is disbursed the day following the add/drop deadline to avoid your classes from being dropped. Contact the Financial Services Office if necessary.
3. Monitor your student account online on a regular basis.
4. Check your University email account regularly for notices and update your preferred email address or mailing address if your contact information changes.
5. Check your **my.byuh.edu** account online for campus bulletins.

Important Dates and Deadlines Spring 2017

02/06/2017	Application for Deferred Payment Plan & Book Loan available
03/10/2017	Last day to apply for a Book Loan
03/10/2017	Disbursement of Financial Aid
03/15/2017	Refunds begin for Spring
03/20/2017	Last day to apply for a Deferred Payment Plan
03/20/2017	Tuition, Housing, and Fees are Due
03/21/2017	Last day for 100% Tuition Refund
03/24/2017	Last day to use the Book Loan
03/31/2017	Last day for 90% Tuition Refund
04/10/2017	Last day for 50% Tuition Refund
04/25/2017	Last day for 25% Tuition Refund
03/21/2017	100% Tuition Forfeiture
05/01/2017	Book Loan Due
04/01/2017-05/01/2017	Payment Plan Deadlines



Financial Services Quick Reference Guide

“Enter to learn, go forth to serve.”

- Account Refunds
- Managing your account online
- Book Loan Instructions
- Deferred Payment Plan Instructions
- FERPA
- Quick Financial Tips
- Important Dates & Deadlines

BYUH Financial Services
BYUH #1955
55-220 Kulanui St., Bldg 5
Laie, Hawaii 96762

Phone: (808)675-3706
Email: financialservices@byuh.edu
Fax: (808)675-3323

Aloha and Welcome to BYU-Hawaii!

We hope that you will enjoy your learning experience at this University. Please take a few minutes to review this quick reference guide. The guide provides important information that will help you have a successful future here at this school. We wish you the best of luck in your studies!

Mahalo,

BYU-Hawaii Financial Services



Account Refunds

After all your charges have been paid, Accounts Receivables will review your account to determine if there is excess monies to process a refund. To see if a refund has been processed for you, access your student account under Account Inquiry and look for "AP Refund". This indicates that your check has been processed. It is not necessary to come to the Cashiers Office until you receive an email notifying that a check is ready for you to pick up. Checks that are not picked up after 2 business days will automatically be mailed to the preferred mailing address indicated on the student's account.

If you would like to receive your student refund via direct deposit, complete the "AP Direct Deposit Form for US Banks" online by going to http://financialservices.byuh.edu/departamental_forms

Managing your Account Online

Student Account Inquiry

1. Login to my.byuh.edu
2. Click on the Student tab.
3. Click on the Student Center link.
4. Click on Account Inquiry (under Finances)

Make a Payment Online

1. Login to my.byuh.edu
 2. Click on the Student tab.
 3. Click on the Student Center link.
 4. Click on Make a Payment (under Finances)
- POP UP BLOCKER MUST BE DISABLED!!!**
5. Click Make a Payment.
 6. Enter the amount that you want to pay.
 7. Enter payment type (credit card or e-check)
 8. If you want to make a payment towards tuition, select "Pay on Account" from the dropdown menu. If you want to make a payment towards your housing, you need to select "Housing" from the dropdown menu.

Authorize a Payer

Through QuikPAY online, you are able to authorize others to make payments to your personal student account.

1. Follow steps 1-4 from [Make a Payment Online](#).
2. Click on the "Authorize Payers" link on the left side of the screen.
3. Click on "Add New".
4. Fill out all required information, then click Add.
5. An email will be sent to the payer notifying him/her to retrieve the password from you.

Book Loan Application

1. Login to mybyuh
2. Click on the Student tab
3. Click on BYUH Book Loan
4. Follow the instructions from here.
5. Students who are approved will receive an email within 24 hours on weekdays.
6. Once the approval has been received, the student will show their BYUH ID card at the bookstore to use their book loan.
7. Repayment Due Date: May 1, 2017

Deferred Payment Plan

1. Login to mybyuh
2. Click on the Student tab
3. Click on Student Center
4. Under Finances, click on Account Inquiry
5. Click on the Account Services tab
6. You should be directed to Enroll in Payment Plan
7. Follow the instructions from here

FERPA Policy

According to the Family Education Rights & Privacy Act of 1974 (FERPA), we cannot release any information to anyone other than the student without written consent. A FERPA waiver form is available for students online or at the Financial Services Office.