**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.

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**Important Dates and Deadlines**

**Fall 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/6/2014</td>
<td>Deferred Payment Plan available online</td>
</tr>
<tr>
<td>8/6/2014</td>
<td>Book Loan Application available</td>
</tr>
<tr>
<td>9/1/2014</td>
<td>Tuition, Housing, and Fees are Due</td>
</tr>
<tr>
<td>9/12/2014</td>
<td>Last day to apply for Deferred Payment Plan</td>
</tr>
<tr>
<td>9/12/2014</td>
<td>Last day to apply for Book Loan</td>
</tr>
<tr>
<td>9/12/2014</td>
<td>1st Disbursement of Financial Aid</td>
</tr>
<tr>
<td>9/15/2014</td>
<td>1st Installment of Payment Plan Due</td>
</tr>
<tr>
<td>9/17/2014</td>
<td>Refund for Fall begins</td>
</tr>
<tr>
<td>9/23/2014</td>
<td>Last day for 100% Tuition Refund</td>
</tr>
<tr>
<td>9/24/2014</td>
<td>90% Tuition Refund begins</td>
</tr>
<tr>
<td>9/26/2014</td>
<td>Last day to use Book Loan at BYUH Bookstore</td>
</tr>
<tr>
<td>10/3/2014</td>
<td>Last day for 90% Tuition Refund</td>
</tr>
<tr>
<td>10/4/2014</td>
<td>50% Tuition Refund begins</td>
</tr>
<tr>
<td>10/13/2014</td>
<td>Last day for 50% Tuition Refund</td>
</tr>
<tr>
<td>10/14/2014</td>
<td>25% Tuition Refund begins</td>
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<tr>
<td>10/15/2014</td>
<td>2nd Installment of Payment Plan Due</td>
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<tr>
<td>10/28/2014</td>
<td>Last day for 25% Tuition Refund</td>
</tr>
<tr>
<td>10/29/2014</td>
<td>100% Tuition Forfeiture</td>
</tr>
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<td>11/15/2014</td>
<td>Book Loan Due</td>
</tr>
<tr>
<td>11/15/2014</td>
<td>3rd Installment of Payment Plan Due</td>
</tr>
</tbody>
</table>

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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 Street
Laie, Hawaii 96762

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

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, please complete the Direct Deposit Form at the Financial Services Office or online.

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 Dates: Nov 15, 2014

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.