

College PrinBill Guide 2011-2012

PrinBill is Principia's online billing and bill payment service. Principia bills are viewable online, and payments can be made using secure online access electronically from your U.S. checking or savings account or by credit card (MasterCard, Discover, or American Express).

This Guide highlights the most important aspects of the PrinBill service and can be found on www.PrinBill.com.

PrinBill Guide Sections:

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Student Login

College students can access PrinBill through their Self-Service Banner (SSB) account with their personal, secure login. New students will receive their SSB login and password information from the College Admissions Department. Continuing students will use their existing SSB login and password to access PrinBill. Please remember to protect this login as it provides access to any stored account numbers.

Authorized User Login—Parent Access

For parents of students attending Principia College, a personal Authorized User login can be provided which gives access to the student PrinBill account. This access is authorized by the student, and is for PrinBill information only, and does not allow access to grades, registration or other student information. Students can grant authorized user access to parents by going to the Authorized User tab on the home page of their PrinBill account and entering the parent's email address.

If you have more than one student attending Principia College, your Authorized User login will give you access to all of their PrinBill accounts. To log in as an Authorized User, click the "Authorized User Login" button on the www.PrinBill.com home page.

To access multiple student accounts without the need to log out and back in to PrinBill, choose "Select Student" tab at the top of the students' home page.

Monthly Billing Statements (eBill)

Billing statements are available online at www.PrinBill.com by selecting the eBill tab at the top of the student's home page. You will see the most recent monthly billing

statement. Prior monthly statements are also available in the drop down menu next to the “Select the statement to view” field.

Payment Methods

Available payment methods include electronic bank withdrawals, credit card payments, or checks. The following credit cards are accepted: MasterCard, American Express, and Discover (Visa is not accepted by the PrinBill system due to Visa restrictions). Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic bank withdrawal.

Check payments should be mailed to the following address:

The Principia - Attn: Cashier
13201 Clayton Road
St. Louis, MO 63131-1002

Monthly Installment Payment Plan

College charges may be paid over four months during the college semester. There is no fee for the use of this installment plan. The payment plan starts in August, with the first payment due on August 26th. Each subsequent payment is due by the 26th of the month. A late charge of 1% will apply for payments not received by the due date.

College related costs that are charged to your billing account are included in the payment plan. As charges are incurred throughout the semester, they will be added to the plan and spread out over the remaining months of the payment plan. **Note: New charges added to accounts increase all remaining open monthly installment amounts. This is likely to create larger monthly installments at the end of the payment plan.**

International Payments

Options for international payments include wire transfer, credit card (MasterCard, Discover, and American Express), or checks payable in U.S. dollars. Please contact Billing Services (see contact information below) for wire transfer instructions and answers to any questions you have about international payments.

Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the student’s home page. Select “Personal Profile” and make changes.
- To change your saved bank account information, please go to the My Profile tab on the student’s home page. Select “Payment Profile” and add new bank information with a new “nickname.”

Principia Billing Services Support Contacts

<u>Contact Person</u>	<u>Phone</u>	<u>Toll-Free Phone</u>	<u>E-mail</u>
Mac Estes	618.374.5141	800.277.4648, ext. 2828	Mac.Estes@Principia.edu
Cheryl Carbonell	314.514.3122	800.218.7746, ext. 3122	Cheryl.Carbonell@Principia.edu