

STUDENT BUSINESS SERVICES

Online Capabilities

1. **View and Print Your Bill**

To acquire a copy of your student bill, simply print a copy online. Kiosks are also available at 201 Pierce Hall for bill printing.

2. **Enroll in a Payment Plan**

Students may enroll in payment plans online only for a nominal fee. These plans allow for installment payments instead of payment in full. Payments are not deducted automatically - they must be initiated by the student. Visit <https://ebill.emich.edu> to enroll.

3. **Make Account Payments**

Payments may be made to a student account online via ACH or credit card. Visit <https://ebill.emich.edu> to make an account payment.

4. **Check for Refunds**

Students may check for refunds from account overpayments or financial aid and select their refund preferences at www.EMUEagleOne.com.

5. **Order Transcripts**

Students may order transcripts online at www.getmytranscript.com. Each transcript is \$5.00 per copy.

6. **Authorize Parent Access**

Visit <https://ebill.emich.edu> and click on the "Authorize User" tab.

Mail Payments to:
Student Business Services
201 Pierce Hall
Ypsilanti, MI 48197

Contact Us:

Student Business Services
201-204 Pierce Hall
Ypsilanti, MI 48197
734.487.3335
ebill@emich.edu
www.emich.edu/sbs

Hours:

Monday - Friday 8am - 5pm

Additional EMU Contact Information:

Campus Life: 734.487.3045
Eagle Card Office: 734.487.3176
Housing Department: 734.487.1300
Information Hotline: 734.487.1849
Office of Financial Aid: 734.487.0455
Records and Registration: 734.487.2300

HigherOne Contact Information:

877.436.8663
www.EMUEagleOne.com

Important EMU Websites:

www.emich.edu
www.my.emich.edu
www.emich.edu/sbs
<https://ebill.emich.edu>

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STUDENT BUSINESS SERVICES

THE LINK TO YOUR STUDENT ACCOUNT
www.emich.edu/sbs

General Information

Authorization for Parent Access
Freshmen Estimated Cost of Attendance

Housing Deposits
In-Person Payments
Mail-In Payments
Online Bill Pay
Online Bill Viewing
Payment Plans
Residency Appeals
Statements
Transcript Requests
Tuition Appeals

STUDENT BILLS MAY BE VIEWED

ONLINE ONLY

EASTERN
MICHIGAN UNIVERSITY
STUDENT BUSINESS SERVICES

• Pay Online with ACH •

<https://ebill.emich.edu>



Steps for ACH Payments:

1. Log onto ebill.emich.edu
2. Click on “Make a Payment”
3. Select “Bank Account”
4. Click “Go”
5. Choose “Checking” for account type and enter all required information
6. Double check numbers for accuracy and click “Continue”
7. Enter payment amount
8. Click “Continue”
9. Verify data on screen and enter last four Student ID numbers
10. Click “I Agree”

(Note: Only click “I Agree” once. Multiple clicks may produce multiple payments.)

Steps for ACH with Eagle OneCards:

1. Log into EMUEagleOne.com
2. Click on “OneAccount Statement”
3. Next to the name and address on the screen are the routing and account numbers - record these numbers and log into ebill.emich.edu and follow the above steps for an ACH payment

• Pay Online with Credit Card •

<https://ebill.emich.edu>

MasterCard, Discover, and American Express payments are processed online via PayPath. There is a 2.75% convenience fee for this service. Kiosks are available in 201 Pierce Hall for credit card payments on ebill.emich.edu. Please note that EMU does not accept Visa.

• Statements by Term •

<https://ebill.emich.edu>

Statement information may be used for personal recordkeeping or reimbursement purposes. Statements may be accessed during a current semester or after a semester has completed.

Steps for Viewing Term Statements:

1. Sign on to ebill.emich.edu and enter the Student ID Number and PIN Number
2. Underneath “Current Account Status,” click on “Recent Account Activity” or “Previous Terms”
3. Click on the drop-down menu and select the desired term

(Note: Statements will reflect term activity and balance.)

• Schedules by Term •

www.my.emich.edu

Students seeking a class schedule for a specific term should access www.my.emich.edu. Schedules from the current semester and previous semesters will be available.

Steps for Viewing Schedules:

1. Log into www.my.emich.edu
2. Click on “Student Tab”
3. Select “Student Services and Financial Aid”
4. Click on “Registration”
5. Select desired term
6. Click on “Student Detail”

• Eagle OneCard Services •

www.EMUEagleOne.com

Students must activate their Eagle OneCards prior to coming to campus. Students will be able to select their refund preferences on the Eagle One website. Cards are also used for identification and facility access throughout campus. Visit www.EMUEagleOne.com for card activation and refund preference selection.

Tuition Calculator

<http://www.emich.edu/controller/sbs/calc.php>

For an estimated calculation of upcoming tuition and fees, please visit the EMU Tuition Calculator at: www.emich.edu/controller/sbs/calc.php. Then, follow the steps for an estimation.

1. Choose Residency Status

Residency

2. Enter Number of Credit Hours

of
credits

3. Enter Course Level

Course Level

4. Enter Course Grouping

Course Grouping

5. Click “Submit”

Remember that this is an estimated cost of tuition. As rates change, the tuition calculator is updated to provide the most accurate tuition calculation possible.

Estimated Cost of Attendance

<http://www.emich.edu/controller/sbs/calc.php>

To view an estimated cost of attendance for freshmen, visit the website above. The cost of attendance is listed for both resident (Michigan and Ohio) and non-resident students. Be aware that the estimated cost of attendance is for 15 credit hours for one fall/winter semester.