



Sample Billing Invoice

Semester: Fall 2022

Student Name: Mr. Wally Pilot
 Student home address
 Portland, OR 97229-6611

Due Date: August 8, 2022
 Student ID: 001234567

Amount Due: **\$19,686.00**

Date	Description	Charges	Credits
Charges			
Jul 1, 2022	Tuition – FT Undergrad. Fall	\$25,676.00	
Jul 1, 2022	Housing Meal Plan	\$7,494.00	
Jul 1, 2022	Health Ins. – FT Undergrad. Fall	\$1,603.00	
Jul 1, 2022	Prof. Tuition Nurs-Fall	\$900.00	
Jul 1, 2022	Orientation Fee	\$175.00	
Jul 1, 2022	Student Activities Fee	\$130.00	
Jul 1, 2022	Health and Counseling Fee	\$100.00	
Apr 29, 2022	Deposit Block Transfer	\$100.00	
Actual Payments			
Jul 1, 2022	Arthur A. Schulte Jr Scholarship		\$6,750.00
Jul 1, 2022	UP Grant		\$6,670.00
Jul 1, 2022	Health Insurance – Waiver		\$1,603.00
Jul 1, 2022	Third Party Pymt. Stu. A/R		\$1,019.00
Jul 1, 2022	UP Pacific Region Success Award		\$250.00
Apr 29, 2022	Online Admissions Slate		\$200.00
Reference – Accepted But Not Paid Awards			
Jun 2, 2022	DPP1 - Direct Parent Plus Loan		\$16,352.00
Jun 2, 2022	DSUB1- Direct Subsidized Loan		\$1,732.00
Jun 2, 2022	PELL – Federal Pell Grant		\$623.00

TOTAL DUE: \$19,686.00

PLEASE CUT ALONG THE LINE AND RETURN THE PORTION BELOW WITH PAYMENT

Wally Pilot

ID # 001234567

TERM: 202301

Due Date: August 8, 2022

AMOUNT DUE: **\$ 19,686.00**

03-June 2022 12:27:32

AMOUNT ENCLOSED

Billing Invoice Explanation of Charges

A. General Information:

This is the first portion of the invoice, where you can find important information such as the name of the student and address, billing semester, student's ID number, amount due, and payment due date.

B. Charges:

This section identifies charges and fees. Below is a list of the most common charges and a short explanation of each.

- **Tuition FT Undergraduate:** Is the cost of taking 12 credits or more at the University of Portland. This amount is distinct from the mandatory fees outlined in this document.
- **Housing Meal Plan:** The cost of living on campus and meal plan.
- **Health Insurance:** All full-time undergraduate students are required to carry medical insurance and are automatically enrolled in a PacificSource Health Plan. Students with comparable existing health insurance coverage may complete an online [Health Insurance Waiver](#), such that they may be disenrolled from the PacificSource Health Plan if their existing coverage meets University requirements.
- **Professional Tuition:** \$50 per credit for education courses and \$75 for business, computer science, economics, engineering, and nursing courses.
- **Orientation Fee:** \$175 one-time mandatory, non-refundable, and non-transferable fee helps cover the costs associated with the activities and materials provided to new students and their families during Orientation.
- **Student Activities Fee:** \$130 per semester fee assessed by the Associated Students of the University of Portland (ASUP) to provide support for student organizations, and finance social, educational, and cultural activities for students.
- **Health and Counseling Fee:** \$100 per semester fee that **covers** or reduces the **cost** of many services at the Health & Counseling Center (HCC).
- **Deposit Block Transfer:** \$200 deposit. \$100 of the deposit is applied as a damage deposit while the student is living in the residence hall. The balance will be refunded when the student leaves the residence hall. The other \$100 applies toward the student's fall tuition. If the student is not living on campus, the entire \$200 applies toward your fall tuition.

C. Actual Payments:

Payments received by the time invoice is processed, which may include grants, scholarships, cash or check payments, and third-party payments. If the student has submitted health insurance waiver paperwork this will also show in this area of the invoice. Online-Admission Slate refers to the \$200 enrollment deposit that was paid when the student secured their seat at University of Portland.

D. Reference – Accepted But Not Paid Awards:

Federal financial aid cannot be disbursed until at least 10 days prior to the start of each semester and will be reflected in the Accepted But Not Paid Awards box of the invoice until the appropriate disbursement date.

E. Remittance

Remittance slip to be returned with payment. All the information needed to identify which student account the payment needs to be applied to is included.

Disclaimer: This is a sample invoice; other fees related to specific academic courses may apply.