Hello, future Roo!

Please take the time to review the information below and let our staff know if you have any questions.

1) UMKC Cashiers Office
   · Webpage: [umkc.edu/finadmin/cashiers](umkc.edu/finadmin/cashiers)
   · Call: 816-235-1365
   · Email: cashiers@umkc.edu
   · Fax: 816-235-5510
   · In person: 5115 Oak St., first floor of Administrative Center
   · Office Hours: 8 a.m. to 5 p.m. Monday – Friday

2) Family Educational Rights and Privacy Act (FERPA) Release and Setting Up Additional Authorized Access (AAA)
   · You must complete a FERPA release in Pathway in order for our office to discuss any account specifics with any third party. You can set up any third party with Authorized Access, however that is not equivalent to a FERPA release. Additional information is available online at: [umkc.edu/registrar/forms/AAA_FERPA_release.pdf](umkc.edu/registrar/forms/AAA_FERPA_release.pdf)

3) UMKC Student Statement of Financial Responsibility (SFR)
   · Students agree to the UMKC Statement of Financial Responsibility (SFR) prior to enrolling in classes. If you have not read the SFR, you can access it in Pathway or online at: [umkc.edu/finadmin/cashiers/instructions/Statement_of_Financial_Responsibility.pdf](umkc.edu/finadmin/cashiers/instructions/Statement_of_Financial_Responsibility.pdf)

4) Due Dates, Invoice Reminders, and Invoices
   · For the Fall semester, payment is due 8/10/2019. Students have the option of paying in four installments due 8/10/2019, 9/10/2019, 10/10/2019 and 11/10/2019.
   · For the Spring semester, payment is due 1/10/2020. Students have the option of paying in four installments due 1/10/2020, 2/10/2020, 3/10/2020 and 4/10/2020.
   · For the Summer semester, payment is due 6/10/2019. Students have the option of paying in two installments due 6/10/2019 and 7/10/2019.
   · Invoice reminders are sent by email around the 15th of each month. The email reminder is NOT your invoice. Please follow the instructions in the email to access your invoice.
   · Students can request a paper statement be mailed by contacting the Cashiers Office.
   · Invoices may reflect ANTICIPATED AID that has not yet disbursed. Students must access Pathway at [go.umkc.edu/pathway](go.umkc.edu/pathway) and accept their ANTICIPATED AID so that it can be applied to their account balance.
   · It is important that students review their account balance in Pathway every month, even if the account was paid in full the previous month. If you have questions about an account balance, please contact the Cashiers Office immediately.

5) Assessment of Finance Charges and Late Fees
   · Unpaid balances are subject to a 1% monthly finance charge and a $25 monthly late fee. These fees are also assessed to students who pay their balance in installments. Late fees and finance charges are typically applied around the 15th of the month.

6) Making a Payment
   · Payments can be made online via the Touchnet application in Pathway, over the phone at 816-235-1365, in person at the Cashiers Office (see office location under section 1 above) or mailed to: UMKC Cashiers Office – Administrative Center, Room 112
     5100 Rockhill Road
     Kansas City, MO 64110
   · Checks should be made payable to UMKC and include your 8-digit UMKC ID #.
   · If the Touchnet application isn’t reflecting your most current balance, you should refer to the balance listed in the Student Financials section of Pathway. You have the ability to override the default amount due in Touchnet to pay any amount.