

SDePay Online Payment & Billing



Students can access their billing statements online and make a payment through SDePay with either an electronic check or a credit card. Students can also set up a parent as an authorized payer to view bills or pay online.

Features and Benefits

- **eBill** (online statement) notification sent to your official DSU assigned email address.
- View your current bill, payment history and up to 16 months of statements online anytime, anywhere for your convenience. Students are encouraged to review their student account regularly as a matter of good business practice.
- Pay your bill electronically via SDePay with:
 - **eCheck**—automatic debit from checking or savings account
 - **or**
 - **Credit Card**—MasterCard, Discover, Visa or American Express (subject to 2.85% service charge).
- Authorize parent/guardian/spouse to view your statements and make payments on your behalf.

How does paperless billing through SDePay work?

Your tuition and fee charges will be available on SDePay starting one month prior to the beginning of the semester. You and your authorized payer may view your current balance and account transactions for the past 45 days on the Current Activity page at any time through SDePay.

Billing statements are posted at the beginning of the term and then monthly after the start of the term. You will not receive a paper billing statement in the mail. An email will be sent from SDePay to your official DSU email address and your authorized payer's email address stating that the billing statement is ready to be viewed and paid online. This notice will be sent each time a new billing statement is generated. The due date for your bill will appear on your most current billing statement. Students will be able to securely log into SDePay through Banner Self Service. Authorized payers will receive a link in their email notification that will take them to SDePay where they can safely log into the system by using the username and password assigned to them by their student.

Where and how are tuition and fees paid?

- **Online:** Pay online by logging into Self-Service Banner through SNAP at mydsu.dsu.edu. Payment options include eCheck, credit card or debit card (American Express, Discover, Visa or MasterCard). If you use a credit or debit card to pay your bill, you will be charged a 2.85% service fee by Nelnet (the SDePay ecommerce vendor). You will **not** be charged a fee if you pay by e-Check.
- **By Mail:** You can send a check, money order or certified check made payable to "DSU". Please include your student ID number on the bottom of the check to ensure the amount is posted to your account. Mail your payment to the address listed on your eBill statement.
- **In Person:** You can pay in person at the DSU Cashier Office, Heston Hall during normal business hours (8:30am – 4:00pm). We cannot accept credit card payments in the Cashier Office.

Billing and Payment Questions

1. When will I receive my initial billing statement?

If you are preregistered for classes, you will be notified (approximately three weeks before the start of the semester) through your DSU email account that your statement is available for viewing on SDePay. Students are assigned a university email account and are responsible for checking their email account regularly. Failure to check your email regularly does not stop the assessment of late fees for missed payment deadlines. Billings will be posted weekly for those who register after the initial billing date.

2. What happens if I change my schedule after I review my initial billing statement?

If you make an adjustment to your classes, your current balance and activity can be viewed immediately under "Current Activity" in SDePay.

3. What should I do if I do not receive an email notification my bill is ready for viewing on SDePay?

If you do not receive an email notifying you that your bill is ready for viewing it does not alleviate your responsibility to pay by the deadline. You can either call the Cashier Office or access SDePay through Banner Self Service for current balance information. Students are encouraged to review their student account regularly as a matter of good business practice. Additionally, if you have not received an email notification before the tuition and fees payment deadline, you should contact DSU to confirm your university assigned email address.

4. Can I set up my payments on an installment plan?

DSU offers an independently administered payment plan through Nelnet Business Solutions that allows the student or parent the option of making monthly payments on education costs not covered by financial aid. For information on the payment plan visit <https://dsu.edu/admissions/payment-plan.html>.

5. My parents are going to make a payment for my tuition and fees. Can they do this electronically?

Students can log into SDePay and set up a parent, spouse or guardian with their own login information.

View, print or pay your student account on SDePay

Students can access SDePay by going to mydsu.dsu.edu:

- MyDSU Portal>Quick Links>SDePay or,
- Self-Service Banner>Login To SNAP

Authorized Payer access

- Students can set up an authorized payer on SDePay. Authorized payers can log in at: <https://quikpayasp.com/sdbor/campus/studentaccounts/authorized.do>

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