



Paying My Bill FAQs

1. When is payment due for the semester?

All students are enrolled in a semester long payment plan and students have the option to pay over the course of the semester or pay in full by the first due date. Due dates for each term are as follows. –Fall Term (Sep 19, Oct 19, Nov 19, Dec 19) J-Term (Jan 19) Spring Term (Feb 19, Mar 19, Apr 19, May 19) Summer Term (Jun 19, Jul 19, Aug 19).

** A 1.1% finance charge is assessed on any account carrying a balance after a given due date for which payment in full was not made. To avoid the assessment of finance charges, the entire balance on the account must be paid in full by the due date.

2. How are bills communicated?

All bills are communicated electronically as an eBill notification to the students UST email address, and/or any Authorized User on file around the 23 of each month. The first eBills are generated approximately Aug 23 for fall term and Jan 23 for spring term.

3. Do parents also receive eBill notifications?

Students must designate a parent/third party as an “Authorized User” through the eBill & ePay system (online billing site) to also receive the eBill notification. To establish an Authorized User students should:

- Access the eBill/ePay system via Murphy Online
- Select the Authorized Users tab.
- Click on the "Add Authorized User" button.
- Enter the email address of the third party you are authorizing.
- Select "Yes" or "No" for the two questions.
- Select "Add User"
- An email will then be sent to your Authorized User with instructions on how to complete his/her new profile.

4. What are the options to make a payment?

Online:

- The student can make an online payment by logging into Murphy Online. Choose the Personal Information/Special Roles tab, select eBill & ePay system and then click on Make a Payment.
- Authorized Users can [make an online payment](#). Follow the prompts to make a payment.
- **Due to banking regulations, all first-time payers making a payment will first need to save a payment profile in their saved payment methods before attempting to make a payment.
 - a) To add a new payment method, open the “My Profile Setup” tab and select “Payment Profile.” Follow the prompts to add a saved payment method.



- b) Please note that after setting up a new payment profile, there is a verification period before you can use this payment method. It can take up to seven days for a bank account to be verified.

In Person:

- Pay in person at the Business Office located on the lower level of Murray Herrick and the Center for Student Achievement. Office window hours are 10 a.m.–2 p.m. Monday–Friday (except Holidays). Payments can be made by cash or check only. An after-hours drop box is also available. Please write the student’s name and ID on the outside of the envelope before depositing the payment in the drop box.

By Mail:

- Mail payment to: (Include student name or ID on check.)
University of St. Thomas
2115 Summit Ave. Mail #5002
St. Paul, MN 55105

Questions can be directed to the Business Office businessoffice@stthomas.edu or (651) 962-6600.

Further information is available on the [business office](#) webpage.