

## Student Financial Responsibility Agreement

Students will be prompted to read and consent to the Terms and Conditions of the **Student Financial Responsibility Agreement (SFRA)** in SabreNET, prior to registration each semester.

First time students will need to either complete the SFRA via the Admitted Students page at [www.marianuniversity.edu](http://www.marianuniversity.edu) or, log on to SabreNET and click on “Courses” to have the SFRA and consent presented. **This should be done prior to meeting with their Advisor to register.**

## 1098-T Tax Form

The 1098-T is available to students electronically by **January 31<sup>st</sup> each year**, for the previous calendar year. (i.e. the 2024 1098-T will be available online by 1/31/25.) Students can log on to consent for electronic delivery and have immediate access to download the form.

## Family Education Rights and Privacy Act (FERPA)

Students **MUST** complete a FERPA release if they plan to have ANYONE other than themselves assist with their billing and payments. The Office of Business and Finance will **NOT** be able to disclose ANY student account details to ANYONE other than THE STUDENT unless they have listed them on a FERPA release which has been submitted to, and processed by, the Office of the Registrar. **The form can be found on MyMarian under Campus Offices > Registrar > Student Forms.**



### Office of Business and Finance

920.923.8551  
[obf@marianuniversity.edu](mailto:obf@marianuniversity.edu)

**Location:**  
A120 (Agnes Hazotte Hall)

**General hours:**  
Monday thru Friday,  
8 a.m.–4:30 p.m.

Summer hours may vary.

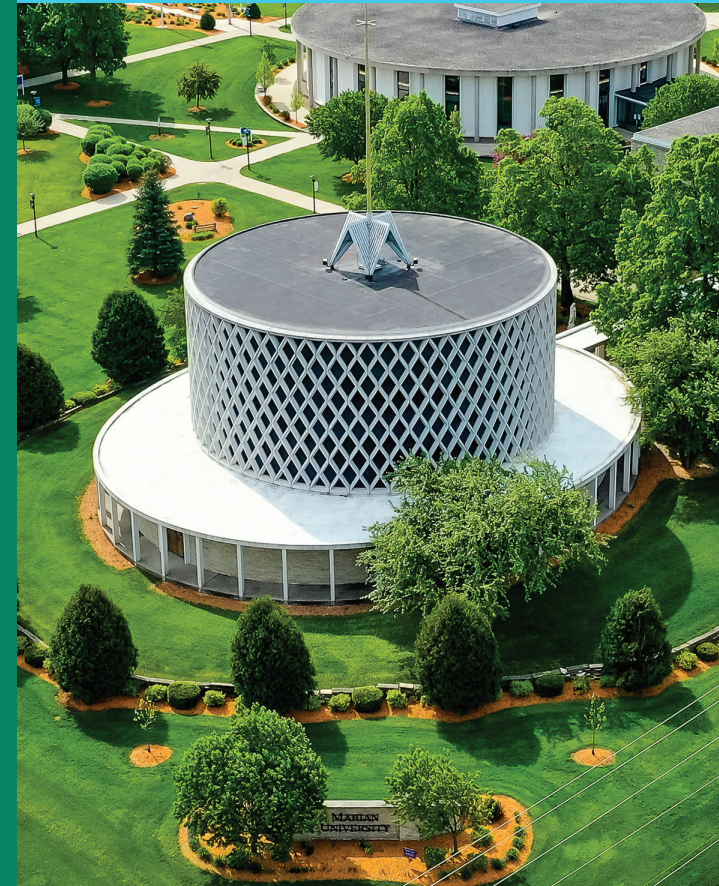
Closed most major Holidays.

## MARIAN UNIVERSITY

45 S. National Avenue  
Fond du Lac, WI 54935  
1.800.2.MARIAN  
[www.marianuniversity.edu](http://www.marianuniversity.edu)

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## MARIAN UNIVERSITY



## Billing and Payment Information



# Payment Methods

## • Online payment using TRANSACT

(click on “Make a Payment” under the “Finances” tab in SabreNET to be redirected)

- 2.75% processing fee (\$3 minimum) if using debit or credit card.
- \$0.50 fee if using ACH bank withdrawal.

## • In-Person payment can be made in A120

- Same 2.75% (\$3 min) fee will apply to debit/credit card payments.
- Personal check, Cashiers check, Money Order, or Cash are all accepted.

## • International payments must be made online by either, the **International Payment** method via **TRANSACT**, or by using <https://www.paymytuition.com/>



# Payment Due Dates

**Per University Policy, out of pocket costs (balance after financial aid) must be paid in full by the first day of class, or must be enrolled in a TRANSACT payment plan by the first day of class each semester. Failure to pay in full or enroll in a payment plan may result in loss of student access to programs and services.**

Payment Plan enrollment opens the 15<sup>th</sup> of the month prior to the start of classes. The last day to enroll in a plan is the 14<sup>th</sup> of the month, following the start of classes. (i.e. Fall enrollment will open July 15<sup>th</sup>. Classes start at the end of August. The last day to enroll in a plan will be September 14<sup>th</sup>.)

Payment plans are only offered at the start of the semester, for the full semester. There are no session II plans. **Keep in mind that the longer you wait to enroll, the fewer plan options you will have.** To enroll in a payment plan, click on “Make a Payment” under the “Finances” tab in SabreNET to be directed to **TRANSACT**.

**STUDENT REFUNDS:** The issuance of student financial aid refunds begins after the Add/Drop period each semester. Information regarding the timing of refunds each semester will be posted via a MyMarian Announcement. ACH Direct Deposit is available by completing and submitting the “Student Refund ACH Electronic Deposit Form” found under the Office of Business and Finance page on MyMarian.

## Making Online Payments

1. Log in to **MyMarian**.
2. On the left side of the window, click on the drop-down arrow next to “**Education Resources**”.
3. Click on “**Sabrenet**” from the drop-down list.
4. Log in to **Sabrenet**.
5. Hover over the “Finances” tab and click on “**Make a Payment**” from the drop-down list.
6. You will be redirected to **TRANSACT**, once in **TRANSACT**, click “**Make a Payment**” on the left.
7. Check the box next to the correct **Year/Term** then enter the amount you wish to pay.
8. Scroll down and click “**Checkout**” to the bottom right.
9. Choose your **payment method** by clicking on the option you wish to use.
10. You will then be prompted to enter the necessary information for the selected method of payment.



# TRANSACT

**TRANSACT** questions can be directed to [obf@marianuniversity.edu](mailto:obf@marianuniversity.edu) or by calling **TRANSACT** directly, at 1.800.339.8131.

## Adding an Authorized User in Transact

1. Log in to Sabrenet.
2. Hover over the “Finances” tab and click on “Make a Payment” from the dropdown to be redirected to **TRANSACT**.
3. Click “My Account”.
4. Click “Send a payer invitation”.
5. Enter the payers info & click “Send invitation”.
6. An invitation to the individual listed will be sent. That individual will be prompted to set up their own access to your **Transact** account. They will then be able to view your balance information and make payments.



An optional **GradGuard Tuition Insurance plan** offer will be presented to students via **TRANSACT** prior to start of the semester. Students may also opt to go directly to [gradguard.com/tuition/enroll](https://gradguard.com/tuition/enroll) or call 1.877.794.6603 to customize a plan for a different coverage amount. **Students who opt to enroll in a GradGuard tuition insurance plan, must do so by the first day of class.**