

1895

NOTRE DAME
OF MARYLAND
UNIVERSITY

STUDENT ACCOUNTS

Presented by the Business Office

JUNE 27, 2025



THINGS TO KNOW:

- › Location and Contact Information
- › Self-Service
- › Payments and Payment Plans
- › Refunds
- › Business Office Hold
- › Student Health Insurance
- › 1098Ts
- › Authorized Users



LOCATION & CONTACT INFORMATION

Business Office is located in Theresa Hall – Suite 313

Contact us at:

Business@ndm.edu

410-532-5440

Hours of operation are:

➤ Monday – Friday; 8:30 a.m. – 4:30 p.m.

Don't wait – Contact us early with questions and concerns!



SELF-SERVICE

Account Overview – You can view all terms and all account activity.

You can make a payment from this screen by clicking **“Make a Payment”**. There are also **“Helpful Links”** on the right-hand side of your screen.

Account Overview		Helpful Links
Amount Due 8/4/2025	\$22,637.50	Tuition & Fees
<hr/>		Payment Options
+ Amount Overdue	\$6,339.00	Financial Aid Resources
<hr/>		Room & Board Information
= Total Amount Due	\$28,976.50	Veteran Services
<hr/>		FORMS
Estimated Balance (Includes Anticipated Aid)	\$28,976.50	Register for or Drop classes
<hr/>		
Fall 2025	\$22,637.50	
Summer 2025	\$6,339.00	
Spring 2025	\$0.00	
Fall 2024	\$0.00	

SELF-SERVICE

When you click on a term, you will be able to view charges, aid, payments and balances due. For detail information you may click on the circle or use the drop-down arrows on the right-hand side. To view your statement, click **“View Statement”** on the right.

Term Spring 2025 - Balance: \$0.00 [View Statement](#)


 Charges
 \$21,680.00

-


 Financial Aid
 \$29,149.00

+


 Refunds
 \$7,469.00

=


 Balance
 \$0.00

[Collapse All](#)

Charges	\$21,680.00	▼
Financial Aid	\$29,149.00	▼
Refunds	\$7,469.00	▼
Balance	\$0.00	



PAYMENT PLANS

- Available for Fall, Spring and Summer terms
- Spread payments over the semester without incurring 1.5% late fee
- The earlier you sign up, the lower the amount for each payment
- Automatically updates for changes in the amount owed for the term



PAYMENT PLANS

By semester

FALL 2025

- ▶ 3 payment plan options
(difference is based on the amount of the down payment and associated set-up fee)
- ▶ Sign-up between June 1-September 30
- ▶ Schedule payments required for July-November (5)
- ▶ Number of installments is based on when you sign up

SPRING 2026

- ▶ 3 payment plan options
(difference is based on the amount of the down payment and associated set-up fee)
- ▶ Sign-up between December 1-February 28
- ▶ Schedule payments required for January-May (5)

SUMMER 2026

- ▶ 1 payment plan option
- ▶ Sign-up between May 1-June 30
- ▶ Schedule payments required for June-August (3)



REFUNDS

Issued 14 days after disbursement to exclude holidays

Two ways to receive a Refund:

- ▶ **Echeck-** Student must provide bank information to the University (*via Self-Service*)
 - Funds will be deposited into student's account with 24-48 hours after the refund has been issued
 - Account information needs to be entered 2 weeks prior to the refund date in order for the University to verify that it is a valid account
 - Student is responsible for updating all bank information
- ▶ **Paper Check-** Check will be issued and mailed to address on record
 - Student is responsible for updating address via the Registrar's Office
 - Once the check is issued a student must wait 4-6 weeks before the check can be reissued
 - If the student wishes to have the refund re-issued before the 4-6 weeks time frame they will need to pay a \$35.00 stop payment fee upfront. Due to federal regulations, we cannot deduct the fees from the refund
- ▶ **Parent Plus Loan-** Refund issued either to the Borrower or Student depending on what is selected on the application



BUSINESS OFFICE HOLDS

- ▶ Consequences of Overdue balances
 - Prevent student from registering for the next semester
 - Incur a 1.5% late fee per month
 - Prevent graduating students from receiving their diploma
 - Risk of being sent to collections and incurring additional fees up to 33%
- ▶ Active students can not enter into payment plans for prior term balances



STUDENT HEALTH INSURANCE

- NDMU requires the following students to show proof of health insurance:
 - All Undergraduate Students
 - All International Students
 - Graduate Students in Medical related fields
- Proof of insurance must be uploaded to a 3rd party insurance site
- Option to purchase insurance through United Healthcare
- If you do not opt out of coverage, you will be charged
- Check your email – do not ignore!



1098Ts

- Consent for electronic delivery made through Self-Service
 - All 1098Ts would then be viewable through Self-Service
- Non-Consent
 - Paper copied mailed at the end of January
- Call us early with questions
 - Don't wait until April 14th!



AUTHORIZED USER

Family or any other individual you want to have access to your account

Adding an authorized user in Touchnet is the same as a FERPA which allows others to look at your Touchnet account **ONLY**.

If you want NDMU staff to talk to others in reference to your account, you will need to complete a FERPA form for the University.

An Authorized User will only have access to your Touchnet account NOT Self-Service

Authorized Users

Authorized Users Add Authorized User

No authorized user has access to your account information.

Authorized Users

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your payment history and account activity? Yes No



MOST IMPORTANT!

- › Check your Self-Service and NDMU email **FREQUENTLY!**
- › Pay tuition **on time** or enroll in a payment plan
- › Ensure **ALL** Financial Aid documents are complete
- › FERPA Form – Students must fill out this form before staff is allowed to talk to anyone but the student
- › Take action on Student Health Insurance
- › Call, email or visit the Business Office with questions and concerns, **don't wait!**
410-532-5440 Business@ndm.edu



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QUESTIONS?



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Appendix



SELF-SERVICE VS. TOUCHNET

SELF-SERVICE – UNIVERSITY SYSTEM

- › View University activity
 - Registration with course details
 - Financial Aid with detail information and request
 - Tuition, fees and fines in detail
 - Course search and grades
- › View other University information such as:
 - Missing document notices
 - Health Insurance deadlines
 - Forms
 - and more!

TOUCHNET – 3RD PARTY SERVICER

- › View Student activity
 - Summary of charges
 - Summary of Financial Aid
 - Make payments
 - Enroll in a payment plan



SELF-SERVICE – SELF.NDM.EDU

Note: please ensure ALL Financial Ad documents are complete

- All students with an active ID are eligible to log into Self-Service at self.ndm.edu
- All account information is visible, registration with detailed course information, housing, financial aid, any fines, such as, parking plus payment information
- To make payments, you will be directed to Touchnet (3rd Party Servicer) not the same as Self-Service

SELF-SERVICE

Account Overview

- ▶ You can view all terms and all account activity
- ▶ You can make a payment from this screen by clicking “**Make a Payment**”
- ▶ There are also “**Helpful Links**” on the right-hand side of your screen

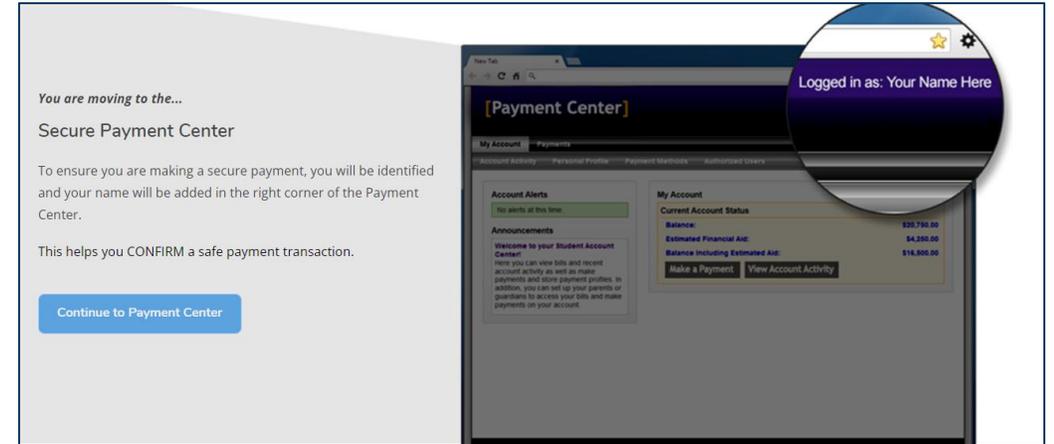
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Fall 2024	\$0.00	



MAKE A PAYMENT

Start from the Overview screen, click **“Make a Payment”**

After clicking **“Make a Payment”**, you will be directed to Touchnet, our 3rd Party Servicer



From this page, you can see your activity, make a payment or enroll in a payment plan

Student Account	ID: xxx9846
Balance	\$33,669.00
Estimated Financial Aid	\$1,723.00
Balance including estimated aid	\$31,946.00
View Activity Enroll in Payment Plan Make Payment	



MAKE A PAYMENT

When you click on a “**Term**”, you will be able to view charges, aid, payments and balance due.

For detailed information, you may click on the circle or use the drop-down arrows on the right-hand side.

To view your statement, click “**View Statement**” on the right.

Term Spring 2025 - Balance: \$0.00 [View Statement](#)

 Charges \$21,680.00 -  Financial Aid \$29,149.00 +  Refunds \$7,469.00 =  Balance \$0.00

[Collapse All](#)

Charges	\$21,680.00	▼
Financial Aid	\$29,149.00	▼
Refunds	\$7,469.00	▼
Balance	\$0.00	



MAKE A PAYMENT

Select **“Date”**, add amount.

If you owe for more than one term, you must select **“Term”**, then click to continue.

Select **“Payment Method”**

- Credit Card: Amex, Visa, Master Card and Discover (2.95% fee)
- Electronic Check (free)

Click continue

The screenshot shows the 'Amount' step of a payment process. At the top, there are four icons representing the steps: Amount (selected), Method, Confirmation, and Receipt. Below the icons, there is a 'Payment Date' field with the value '6/9/23'. Underneath, there is a 'Pay By Term' section with the instruction 'Enter amount to include in the payment total.' There are two rows: 'Fall 2023 | \$27,825.00' and 'Summer 2023 | \$4,121.00', each with a dollar sign icon and a text input field containing '0.00'. At the bottom right, there is a 'Payment Total' of '\$0.00' and a blue 'Continue' button.

The screenshot shows the 'Method' step of a payment process. At the top, there are four icons representing the steps: Amount, Method (selected), Confirmation, and Receipt. Below the icons, there is a yellow error message: 'The routing number is not valid. Please verify your routing number and try again.' Below the error message, there is a progress bar with four icons: Amount, Method, Confirmation, and Receipt. Below the progress bar, there is a red asterisk and the text '* Indicates required information'. There are two fields: 'Amount' with the value '\$107.00' and 'Method:*' with a dropdown menu showing 'Select Method'. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Continue'.



PAYMENT PLANS

Select a "Term" then select from the available plans

Fall and Spring – 3 plans available

Summer – 1 plan available

Payment Plan Enrollment

Select Schedule Agreement

Select a term Select

Payment Plan Enrollment

Select Schedule Agreement

Select a term Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 2023 Payment Plan- 0% Down Payment	\$200.00	\$0.00	5	Details Select
Fall 2023 Payment Plan- 25% Down Payment	\$150.00	25.00%	5	Details Select
Fall 2023 Payment Plan- 50% Down Payment	\$100.00	50.00%	5	Details Select



AFTER SELECTING A PLAN

Installments and amounts will show NO AID

No Financial Aid is shown on this screen.

The payment plan will divide the balance by 5 for Fall and Spring, and 3 for Summer.

If you believe your aid is missing, please contact the Financial Aid Office.

Fall 2023 Payment Plan- 0% Down Payment

Plan Description		
Fall 2023 Payment Plan- 0% Down Payment		
Enrollment Dates 6/1/2023 - 9/30/23		
\$200 Enrollment Fee (due upon enrollment)		
Last Payment Due 11/15/2023		

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Fall 2023	27,825.00	
Balance:		27,825.00

Payment Schedule			
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.			
You owe an additional \$4,121.00			
Installments	Due Date	Amount(\$)	
Installment 1	7/15/23	5,565.00	
Installment 2	8/15/23	5,565.00	
Installment 3	9/15/23	5,565.00	
Installment 4	10/15/23	5,565.00	
Installment 5	11/15/23	5,565.00	
Total of installments:		27,825.00	
Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	200.00
Total amount paid:			0.00
Total due now:			200.00

AFTER SELECTING A PLAN

Installments and amounts will show WITH AID

Financial Aid IS shown on this screen.

Your balance due will be charges less estimated FA.

The payment plan will divide the balance due by 5 for Fall and Spring, and 3 for Summer.

Note: if there is a credit on your account, (when aid exceeds charges) this indicates you must be due a refund. The Business Office will review and issue a refund 14 days after aid is disbursed.

Summer 2023 Payment Plan

Plan Description

Summer Payment Plan - 3 month Plan
 Enrollment Dates May 1st - June 1st
 \$75.00 Enrollment fee

[Show More](#)

You have missed the first 1 of this payment plan due to late enrollment. You will be enrolled for the remaining 2 installments

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Summer 2023	5,844.00	
Summer 2023 (Estimated Aid)		1,723.00
Balance:		4,121.00

Optional down payment

[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$27,825.00**

Installments	Due Date	Amount(\$)
Installment 1	7/5/23	2,060.50
Installment 2	8/4/23	2,060.50
Total of installments:		4,121.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	75.00
Total amount paid:		0.00	
Total due now:			75.00

[Back](#) [Cancel](#) [Continue](#)

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