

Spring 2024 Tuition Payment Requirements and Options

A reminder that university policy requires that a student's total bill be paid in full or the student enrolled and current on a payment plan two (2) weeks before the start of a semester (Academic Catalog, p. 75).

- **The due date for payment for the Spring 2024 semester was January 2.**
- **If you have not responded, please address this ASAP to avoid being dropped from your classes.**

Upon full payment or enrollment in a payment plan:

- Students' ID cards will be activated for the Spring 2024 semester, allowing access to campus facilities and all meal options on a student's chosen meal plan
- Students will be allowed to attend class
- Students will be allowed to attend and participate in co-curricular activities
- Students will be allowed to participate in athletic practices and competitions
- Students will be allowed to work on campus

Students not paid in full or enrolled in a payment plan will be dropped from classes on the first Friday after classes begin (January 19) and excluded from the amenities and activities above.

Choose Your Payment Option(s)

Students may pay in person, by mail, or online. Initial payments may be made in full or in part, with the remaining balance to be paid by enrollment in a payment plan.

To pay in person, please visit:

Business Office
Burnham Hall 100
Monday-Friday, 8:30 a.m.-4:00 p.m.

- In-person payments may be made by cash, personal check, cashier's check, or money order.

To pay by mail, send payments to:

ATTN: Business Office
Drury University
900 N. Benton Ave.
Springfield, MO 65802

- Mailed payments may be made by personal check, cashier's check, and/or money order.
- **Do not** send cash payments through the mail.
- Include with the mailed payment a portion of the student's statement showing the student's ID number or write the student's ID number clearly on the face of the payment, so that the payment may be accurately and efficiently applied to the correct account.

To pay online by card or electronic check*:

- Go to **www.drury.edu**
- Click on the **MyDrury** link (upper right of screen)
- Click on **Online Payments** (from options on left side of screen)
- Click on **Drury University Online Payments (Enrollment and Third-Party Payments Only)**
- Enter the **student ID number** and **student's last name**, then click **Sign In**.

- If the login box asks you for a **Parent PIN**, click the link below the box that reads, “**Click here to login if you know the Login but do not have the password.**” It will switch your options to the ID number and name entry option.
 - **Do not** pay with a Parent ID# and PIN, as this will not add the payment to the student’s account.
- In the **Payment to Account** box, click **View Details**.
- Enter the **Payment Amount**, then select **Fall 2023-Summer 2024**, then select **Spring Term**, then click **Add to Payment**.
- Click **Checkout**.
- Select one of four payment method options.
- Enter all card or banking information required, then click **Continue**.
- After reviewing your itemized transaction, click **Pay \$XX.XX** to complete your transaction.
- A **Transaction Approved** page will appear once your transaction is complete. You may print a copy of your receipt by clicking on the **receipt number**.
- When you are finished, click **Sign Out**.

Online Payment Fees

- Credit/Debit Cards Transaction Fee, Domestic: 2.85%**
 - Credit/Debit Cards Transaction Fee, International: 4.25%**
- **Card transactions of \$20-\$106 will be assessed a minimum convenience fee of \$3.00

*Payments from accounts in foreign countries or in foreign currency must be made through Flywire: <https://www.drury.flywire.com>

Payment Plan

Students unable to pay in full by the due date above must enroll in a Nelnet payment plan for their remaining balance.

To enroll with Nelnet:

- Go to **www.drury.edu**
- Click on the **MyDrury** link (upper right of screen)
- Click on the **Student** tab
- Click on **Nelnet Payment Plan** (from options on left side of screen)
- Select the **Year/Term** and click **Pay Using Nelnet**
- Click on **Set Up a Payment Plan** and follow the steps onscreen.

More information on the payment plan may be found at www.mycollegepaymentplan.com/drury.

Need help? We’re happy to assist!

For **Day School** Students, please contact Tamara Squibb at tsquibb@drury.edu or (417) 873-7343.

For **Drury GO** and **Grad** students, please contact businessoffice@drury.edu or (417) 873-3033.