

# How to Report Additional Credits

\*As a note, do not report credit until you are prepared to pay at that time.

- Make a payment
- To do list
- Announcements
- Add Flex account funds
- Account activity
- Statements
- Payment history
- 1098-T tax form
- Financial aid eligibility

## Student: Make a payment

If you have a question regarding your student account or using the My Finances system, please contact Student Financial Services online at [askSFS](#) .

Below is a summary of your current charges and any pending aid offsetting these charges. Please note the following:

- **Additional Credits:** If you are expecting any additional funding sources, you may click on the "Additional Credits" box and enter the funding type to adjust your balance due. From there, click "Next step" to make a payment.
- **Account Activity:** To see details or changes and credits, click on "View Account Activity / Statements" below.
- **Monthly Installment Plan:** A \$50 installment plan fee will be charged to the account after the first monthly installment plan payment each term and will be spread out over the remaining monthly payments. *Note: If you are paying by check and wish to be on the installment plan, select "Installment" below and then "Mail a check" from the next page.*

This is the "Make a payment" page. Here you will see your balance, pending aid, additional credits, and your current amount due.

Student account summary				
Balance	Pending aid	Additional credits	Payment	Due date
\$9,234.64	<input type="text" value="\$625.00"/> 	<input type="text" value="\$0.00"/> 	<input type="checkbox"/> Full amount: \$8,609.64 <input type="checkbox"/> Installment: <input type="text" value="\$2,152.41"/>	08/01/2025

Pay this amount 

Aid already known to UD appears as "Pending aid" and reduces the balance due.

### Review pending financial aid

Financial Aid is typically disbursed to the account after the free drop/add date. If your aid has not been disbursed please review your To-Do List for open items. If you would like to decline/reduce any loans students must log in to their UDSIS account at [www.udel.edu/udsis-student](http://www.udel.edu/udsis-student). Questions? Review our FAQ's or submit an inquiry at [www.udel.edu/sfshelp](http://www.udel.edu/sfshelp).

Description	Net Award
UD Presidential Scholarship	\$625.00
<b>TOTAL:</b>	<b>\$625.00</b>

Close

"Pending aid" disburses, or pays, to the student account around the first day of classes as long as the student has no To Do list items to complete.

### Student account summary

Pending aid	Additional credits	Payment	Due date
\$625.00 ⓘ	\$0.00 ✎	<input type="checkbox"/> Full amount: \$8,609.64 <input type="checkbox"/> Installment: \$2,152.41	08/01/2023

Pay this amount →

<b>Make a payment</b>
To do list
Announcements
Add Flex account funds
Account activity
Statements
Payment history
1098-T tax form
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For aid not listed as pending, select "Additional credits" here to let us know it's coming.

Student account summary				
Balance	Pending aid	Additional credits	Payment	Due date
\$9,234.64	\$625.00 	\$0.00 	<input type="checkbox"/> Full amount: \$8,609.64 <input type="checkbox"/> Installment: \$2,152.41	08/01/2025

**Pay this amount** →

## Report additional credits

You will see this pop-up.

Report additional credits for an outside source of funds not reflected on your account. Some common examples:

- 529 or outside scholarship who will be initiating payment to us.
- Financial aid (eg, Parent Loan) not yet reflected in pending aid.
- Payroll deduction.

If there are additional anticipated credits that you expect to use to clear your balance, please use the options below to notify. In addition, input the expected amount to adjust your required payment for this bill.

### Credit 1

Type:

Amount:

(use format n.nn)

Comments:

**\*\*Any item listed above must be credited to your account by the start of classes. If your balance remains at that time, you will be automatically enrolled in the installment plan (\$50 fee) and will be required to make payment to secure your registration.**

+ Add another credit

✔ Save credits

To report another additional credit, select "Add another credit" at the bottom. Once complete, you can select "save credits."

Select the type of credit you wish to report, private scholarship or otherwise.

Then input the amount of credit you expect to receive for the semester.

Under comments explain any relevant details about the aid. Guidance language populates once you select the type of credit. Refer to that for what info to enter.

## MY FINANCES

Make a payment

To do list

Announcements

Add Flex account funds

Account activity

Statements

Payment history

1098-T tax form

Financial aid eligibility

Here is an example of a reported credit:

Note aid is automatically split between fall/spring unless we hear differently from the funding source.

### Report additional credits

Cancel

Report additional credits for an outside source of funds not reflected on your account. Some common examples:

- 529 or outside scholarship who will be initiating payment to us.
- Financial aid (eg, Parent Loan) not yet reflected in pending aid.
- Payroll deduction.

If there are additional anticipated credits that you expect to use to clear your balance, please use the options below to notify. In addition, input the expected amount to adjust your required payment for this bill.

#### Credit 1

Type:

Private Scholarship

You have indicated you are receiving a Private scholarship. Please record dollar amount. Confirm donor and expected date of receipt if known.

Amount:

\$ 500.00

(use format n.nn)

Comments:

Any Scholarship \$500 fall amount

**\*\*Any item listed above must be credited to your account by the start of classes. If a balance remains at that time, you will be automatically enrolled in the installment plan (\$50 fee) and will be required to make payment to secure your registration.**

+ Add another credit

Save credits

menu Home Help Logout

Services online at [askSFS](#)

box and enter the funding type to adjust your

ent plan payment each term and will be spread out  
ct "Installment" below and then "Mail a check" from

Due date

08/01/2023

Make a payment	
To do list	2
Announcements	1
Add Flex account funds	
Account activity	
Statements	
Payment history	
1098-T tax form	
Financial aid eligibility	

## Student:

### Make a payment

If you have questions regarding your bill or using this system, contact Student Financial Services by completing our [SFS Help form](#), via phone at (302) 831-2126, or email to [sfs-advisor@udel.edu](mailto:sfs-advisor@udel.edu).

**Please Note: My Finances now has a new look and feel. See our [updates page](#) for additional information including links to tutorials on using the new site.**

Below is a summary of your current charges and any pending aid offsetting these charges. If you are expecting any additional funding sources, you may click on the "Additional Credits" box and enter the funding type to adjust your balance due. From there, click "Next step" to make a payment.

Testing this once more

Student account summary				
Balance	Pending aid	Additional credits	Payment	Due date
\$681.10	\$0.00	<input type="text" value="\$500.00"/>	<input type="checkbox"/> Full amount: \$181.10	08/01/2025

You should have the option of paying the full amount or joining the monthly installment plan.

You will be brought back to the "Make a payment" page and should see your reported credits now reflected on your amount due.

**Pay this amount →**

Select "Pay this amount" to make a payment.

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**Student:**

**Make a payment**

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Symbol key: \* Required information, ⚠ Error

**Student account payment:** \$181.10  
(Adjusted Balance)

This should reflect your payment amount.

**Optional, Flex deposit:**    
[What is Flex?](#)  
 (minimum \$25.00, use format n.nn)

**Total payment:** \$181.10

This box is only for students who want to add Flex funds to their accounts.

- Payment method:** \*
- Online check without a service charge.
  - Mail a check.
  - Credit card with a service charge.  
(2.95% Domestic / 4.25% International)
- 

Select how you want to make payment and where you want confirmation receipt sent

**Agreement:** \*  The [policies, rates and charges](#) are hereby accepted.

**I certify my attendance for the current term payment is being made and understand there is no rebate of tuition for courses dropped after Free Drop/Add deadline.**

**Email receipt to:** \*   
(use format xxx@xxx.xxx)

Click "Next step" to finish submitting payment.