

Understanding Your Billing Statement

Overview

Understanding your Billing Statement is critical to understanding the state of your Student Account.

All charges – everything from course fees to Cultural Program trips to housing damages – are recorded here. Additionally, *payments from all sources* (credit cards, student loans, financial aid) are recorded here as well.

Becoming familiar with how the various items may appear on your statement (and what they mean) can help answer a number of questions, and enable you to be better informed about your financial standing.

Explore the detailed explanations on the following pages.

The American University of Paris
5 Boulevard de la Tour Maubourg
Paris France 75007
Phone: +33 (0)1 4062 0711/3
Email: sas@aup.edu

Billing Statement

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04/03/2023

StudentID: 000000
College Level: Senior
Billing Category:

FRP Name
Student Name
Street Address
City
Country

Previous Balance : €(76.00)

Semester	Date	Description	Debits	Credits
Fall 2022	7/4/2022	SIG bank transfer	€0.00	€10,000.00
	9/21/2022	Tuition fees Undergrad	€16,400.00	€0.00
	9/21/2022	MSH semester full cov health insurance	€590.00	€0.00
	9/21/2022	Course fees UDG	€76.00	€0.00
	9/21/2022	Course fees UDG	€10.00	€0.00
	9/30/2022	Community Service Grant	€0.00	€600.00
	9/30/2022	IB Scholarship	€0.00	€7,000.00
Spring 2023	11/3/2022	SIG bank transfer	€0.00	€9,390.00
	1/31/2023	Tuition fees Undergrad	€16,400.00	€0.00
	1/31/2023	MSH semester full cov health insurance	€590.00	€0.00
	2/8/2023	Community Service Grant	€0.00	€160.00
	2/8/2023	IB Scholarship	€0.00	€7,000.00
	3/2/2023	Community Service Grant	€0.00	€1,000.00
	3/21/2023	Refund Check	€1,160.00	€0.00
Sub-Totals:			€35,226.00	€35,150.00
Semester Total:			€76.00	
Total Balance:				€0.00

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Notes:

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Above is an example of a Student Billing Statement broken up into its three (3) main components – 1: **Identifying Information**, 2: **Financial Details**, and 3: **Notes**.

- ① When the statement was generated, and for which Student
- ② The standing of the account, transaction details, and the statement's financial summary
- ③ Any Holds, Alerts, or other pertinent information

This guide will go on to explain in greater detail the information contained in each of these parts of the statement, but the above provides an overview of how the Billing Statement is organized.

Identifying Information

This information will appear at the top of your Billing Statement.

The American University of Paris
5 Boulevard de la Tour Maubourg
Paris France 75007
Phone: +33 (0)1 4062 0711/3
Email: sas@aup.edu

Billing Statement 04/03/2023

StudentID: 000000	FRP Name
College Level: First Year	Student Name
Billing Category:	Street Address
	City
	Country

① – Here you will find two (2) pieces of identifying information:

- The **StudentID** is your AUP identification number which begins with “A”, and is followed by a six-digit number
- **College Level** corresponds to your university standing and is determined by your total number of completed credits
- The **Billing Category** is information used for internal purposes (such as whether a Student is receiving Loans or is a Veteran)

② – This area will display your *official Student Name* and **Home Address**. The top line will display the name of whomever you have named as a **Financially Responsible Person (FRP)**, if that is applicable (not all Students may indicate an FRP).

Should your Home Address or FRP information need to be updated, this can be done at any time online via MyAUP - <https://my.aup.edu/> (MyAUP > My Profile > Student > Addresses)

③ – The **Date** displayed reflects the date the Billing Statement was generated.

Financial Details

Every transaction on the Student Account will have a row or line item. Some transactions may have multiple line items, documenting the movement of funds between accounts. There is a great deal to be found here as this section contains arguably the most critical information.

This guide will now explain more fully how to interpret the information in this section and provide examples of line items commonly found.

			Previous Balance : €1,612.00	
Semester	Date	Description	Debits	Credits
Fall 2022	8/4/2022	ZCBIST-a000000-StudentName	€0.00	€16,716.00
	9/16/2022	Late payment Fee	€250.00	€0.00
	9/21/2022	Tuition fees Undergrad	€16,400.00	€0.00
	9/21/2022	MSH semester full cov health insurance	€590.00	€0.00
	9/30/2022	Tuition Award UDG	€0.00	€2,136.00
Spring 2023	1/12/2023	ZCBIST-a000000-StudentName	€0.00	€15,204.00
	1/30/2023	Late payment Fee	€250.00	€0.00
	1/31/2023	Tuition fees Undergrad	€16,400.00	€0.00
	1/31/2023	MSH semester full cov health insurance	€590.00	€0.00
	1/31/2023	Course fees UDG	€100.00	€0.00
	2/8/2023	Tuition Award UDG	€0.00	€2,136.00
Sub-Totals:			€34,580.00	€36,192.00
Semester Total:				(€1,612.00)
Total Balance:				€0.00

① – All transactions will have a **Date** (showing the date the transaction is posted to the account), and a **Semester**. These two items *may not always align* (e.g. if there is a charge for the Fall 2022 semester that is paid *after* Fall 2022 ends, both line items will show “Fall 2022” in the “Semester” column, but the “Date” will reflect the date of when the payment was made, not when it was due). The “Date” column may also display as “Pending” *

**This status is primarily relevant for internal purposes. Most commonly, it may appear with Financial Aid line items as these amounts go through manual validation once the Add/Drop period is closed. Once Financial Aid amounts are validated, a specific date will be generated.*

② – The **Description** provides a brief summary of the transaction. Many are relatively self-explanatory, while others are based on internal coding.

③ – **Previous Balance** will display any balance from a prior semester – whether it is a balance owed to AUP, or to the Student. If it is a debt being carried forward (meaning a previously owed balance that has yet to be paid), it will appear as in the example above. If it is a credit, it will appear between parenthesis.

Previous Balance : €(2,200.00)

The above shows an account with a credit of €2200 from a prior semester.

④ – The *left column* is the **Debits** column and details the amounts of all charges to the Student Account. However, not all items that appear under “Debits” are in fact debits to the Student – they are debits to the Student Account.

For example, refunds owed will appear in this column once they have been *fully processed* as it reflects funds being debited from the Student Account to be paid into an external account.

Semester	Date	Description	Debits	Credits
Spring 2023	12/20/2022	Refund Check	€1,500.00	€0.00

The above shows a refund check in the amount of €1500 has been issued to the Student.

Conversely, if a line item is a payment or a credit to the Student Account, it will appear under the *right column* titled “Credits”.

⑤ – The **Credits** column details the amounts of all payments or other forms of credit to the Student Account. These are credits from *all sources*, meaning all methods of payments made by Students and/or families, scholarships, all types of Financial Aid – loans, grants, and other awards, and other instances where credit may be due. Other common credits may be exemptions or reversals of charges (partial or in full).

For example, some students may apply for an exemption to the required health insurance with the Health Office. Below is a snippet of a statement showing the charge for the MSH Health Insurance in the amount of €590, and just below another line item stating the exemption and a corresponding credit in the amount of €590. The result is a net €0 balance relating to the MSH Health Insurance for this account.

Semester	Date	Description	Debits	Credits
Fall 2022	9/21/2022	MSH semester full cov health insurance	€590.00	€0.00
	9/30/2022	MSH Insurance exemption	€0.00	€590.00

Another common credit is the “Housing Security Deposit Credit”. For Students who live in AUP accommodations it is a full-year commitment, but there are transactions detailed each semester. To account for the Security Deposit Payment having been paid in Fall (and subsequently not needing to be paid again in Spring if the accommodations are unchanged), a line item described as “Housing Security Deposit Credit” is added to the account to “roll” the payment forward and counteract the Security Deposit charge in the following semester. Alternatively, this line item also allows for the Housing Security Deposit to be refunded once a Student moves out, without creating a debt on the Student Account.

Semester	Date	Description	Debits	Credits
Fall 2022	5/23/2022	ZCBHOUCSEMRENT-a000000-StudentName	€0.00	€740.00
	5/27/2022	SG bank transfer for semester rent	€0.00	€3,933.00
	9/14/2022	Rent ResidHome	€740.00	€0.00
	9/14/2022	Rent ResidHome	€3,110.00	€0.00
	9/14/2022	Housing Security Deposit	€823.00	€0.00
	11/30/2022	Housing Security Deposit Credit 3	€0.00	€823.00
	2/20/2023	Housing Refund Transfer 4	€823.00	€0.00

The above statement snippet shows:

1. The semester’s Housing payments (which include the Security Deposit)
2. The semester’s Housing charges (1st Payment, 2nd Payment, and Security Deposit)
3. The Housing Security Deposit Credit – posted to the account following successful move out
4. The completion of the return of the Housing Security Deposit via wire transfer

⑥ – **Sub-Totals** shows the total sum of each column – for Debits and Credits respectively – of *all transactions detailed* on the statement. This amount *does not include* any Previous Balance in its calculation.

⑦ – **Semester Total** reflects the sum of the Sub-Totals of both the Debits and Credits as detailed on the statement.

- If the sum total of Credits for the transactions detailed exceeds the sum total of Debits, the amount of the difference will show between parenthesis in the Credits column.

Sub-Totals:	€31,935.00	€34,135.00
Semester Total:		(€2,200.00)
Total Balance:		€(2,200.00)

- If the sum total of Debits and Credits are equal, this line will show as a €0 in the Credits column.

Sub-Totals:	€14,234.00	€14,234.00
Semester Total:		€0.00
Total Balance:		€0.00

- If the sum total of Debits for the transactions detailed exceeds the sum total of Credits, the amount of the difference will show in the Debits column.

Sub-Totals:	€21,371.19	€20,171.19
Semester Total:	€1,200.00	
Total Balance:		€0.00

⑧ – The **Total Balance** figure will include in its calculation all of the items as detailed on the statement, *as well as* previous balances. This means the **Total Balance** is a good overview figure for the current standing of the Student Account.

For example, in the below statement there is a **Semester Total** of €5,607 owed, however the **Total Balance** shows a credit of €493. This is because there is a credit of €6,100 reflected in the **Previous Balance**.

Previous Balance : €(6,100.00)

Semester	Date	Description	Debits	Credits
Fall 2022	7/18/2022	ZCBIST-a000000-StudentName	€0.00	€4,872.00
	9/21/2022	Tuition fees Undergrad	€16,400.00	€0.00
	9/21/2022	MSH semester full cov health insurance	€590.00	€0.00
	9/21/2022	Course fees UDG	€95.00	€0.00
	9/21/2022	Course fees UDG	€95.00	€0.00
	9/30/2022	Tuition Award UDG	€0.00	€6,113.00
	10/12/2022	Paybox 3 October	€0.00	€95.00
	10/14/2022	ZCBIST-a000000-StudentName	€0.00	€95.00
Spring 2023	1/5/2023	ZCBIST-a000000-StudentName	€0.00	€11,700.00
	1/30/2023	Late payment Fee	€250.00	€0.00
	1/31/2023	Tuition fees Undergrad	€16,400.00	€0.00
	1/31/2023	MSH semester full cov health insurance	€590.00	€0.00
	1/31/2023	Course fees UDG	€100.00	€0.00
	1/31/2023	Course fees UDG	€75.00	€0.00
	2/8/2023	Tuition Award UDG	€0.00	€6,113.00

Sub-Totals:	€34,595.00	€28,988.00
Semester Total:	€5,607.00	
Total Balance:		€(493.00)

Notes

Below the Financial Details at the bottom of the Billing Statement are the Notes. Often there is no information displayed in this section – it is reserved for specific alerts, most commonly Holds that have been placed on the Student Account. *Holds are not always negative!* But they are important to pay attention to, so do be aware of when there is one on your account, and which office is responsible for it.

Previous Balance : €0.00

Semester	Date	Description	Debits	Credits
Fall 2022	8/31/2022	Confirmation Deposit	€0.00	€1,250.00
	9/16/2022	Orientation fee	€460.00	€0.00
	9/21/2022	Tuition fees Undergrad	€16,400.00	€0.00
	9/21/2022	MSH semester full cov health insurance	€590.00	€0.00
	9/30/2022	Tuition Award UDG	€0.00	€3,000.00
	11/10/2022	Late Payment Fee	€250.00	€0.00
Spring 2023	2/28/2023	Interest	€134.50	€0.00
	3/31/2023	Interest	€135.85	€0.00
Sub-Totals:			€17,970.35	€4,250.00
Semester Total:			€13,720.35	
Total Balance:			€13,720.35	

①	②	③
<u>HoldDate</u>	<u>HoldCategory</u>	<u>HoldDescription</u>
08/31/2022	SAS	Student Accounting Services
11/07/2022	ADMISSIONS	Missing transcript/diploma

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- ④
- ① – The **HoldDate** corresponds to the time at which the Hold was placed on the Student Account.
- ② – **HoldCategory** displays the name of the office which is responsible for having placed the Hold on the Student Account. Holds can involve multiple offices, but it is best to contact the office identified here to resolve the matter (if it is a restrictive Hold that requires action be taken).
- ③ – Similar to the “Description” column in the Financial Details of the statement, the **HoldDescription** varies but in general states the reason for the Hold. If the justification may be considered sensitive information, this column may also simply indicate which office is responsible.

④ – Information that appears in **Notes** is primarily for internal purposes, and is rarely used.

As Holds are usually the relevant information to be found in this part of the statement, listed below are some of the most frequently seen examples.

<u>HoldDate</u>	<u>HoldCategory</u>	<u>HoldDescription</u>
02/03/2023	SAS	Student Accounting Services

There is an unsettled debt that is past due.

<u>HoldDate</u>	<u>HoldCategory</u>	<u>HoldDescription</u>
06/25/2021	THESIS SUBMISSION	Thesis to be submitted to library

The Student needs to submit their Thesis.

<u>HoldDate</u>	<u>HoldCategory</u>	<u>HoldDescription</u>
03/16/2023	ADMISSIONS	Official transcripts not received

Required documents have yet to be submitted to Admissions.

<u>HoldDate</u>	<u>HoldCategory</u>	<u>HoldDescription</u>
10/25/2022	REGISTRAR	Ferpa Release to FirstName LastName

The Student has provided authorization for information to be released to a specific person.

Questions?

This guide is meant to serve as an introduction and will likely not answer all of the questions you may have. Should questions remain or you want to learn more, please contact us!

Our office is open Monday through Friday, 09:00 – 17:00, and we are located on the -1 level of the Administration Building on Blvd de la Tour-Maubourg. We can also be reached via email and telephone. Our full contact details are listed below.



Student Accounting Services
The American University of Paris
5 Boulevard de la Tour Maubourg
75007 Paris, France

Email: sas@aup.edu
Tel: + 33 (0)1 40 62 07 11
<https://www.aup.edu/student-life/support/student-accounting-services>