

## How Do I Access/ View My Bill?

Your tuition payment bill will be available for you to view online at Cardinal Direct.

<http://cardinaldirect.svsu.edu/>

The screenshot shows the Cardinal Direct website interface. At the top, it says 'SAGINAW VALLEY STATE UNIVERSITY' and 'CARDINAL DIRECT'. Below this is a section titled 'Important Information' with a red header. It lists registration deadlines: 'THIS FALL REGISTRATION ENDS APRIL 19', 'NEXT SPRING-SUMMER REGISTRATION APRIL 27', 'SPRING PAYMENT DUE UPON REGISTRATION', and 'SUMMER PAYMENT DEADLINE: MAY 4'. A blue arrow points to a red button that says 'Click here to enter Cardinal Direct'. To the right of the 'Important Information' section are three blue buttons: 'Click here for Course Schedule Lookup (Available 24/7)', 'Click here to access Schedule Planner (Available 24/7)', and 'Click here for Registration Schedules & Dates (Available 24/7)'. Below the 'Important Information' section are two columns of links under the heading 'Cardinal Direct Information'. The left column includes links for 'Change Password', 'Forgot My Login', 'What is Cardinal Direct?', 'Browser requirements', 'ACL User Warning', 'How to access - Students', and 'How to access - Employees'. The right column includes links for 'What if I need help?', 'FERPA Forms', 'Staff', 'Faculty', 'Current & Future Services', and 'Cardinal Direct Operating Hours'. The operating hours are listed as Monday-Friday 7:00am-5:00pm, Saturday 7:00am-11:00pm, and Sunday 1:00pm-11:00pm.

You will not receive a paper copy of your bill.

ACCESS YOUR BILL ONLINE:

1. <http://cardinaldirect.svsu.edu/>
2. Login using your SVSU username and password.
3. Click on STUDENTS in the right menu bar. Click on ACCOUNT SUMMARY BY TERM under the Financial Profile tab.
4. Choose the appropriate semester.
5. Click SUBMIT to view billing summary.

## How Do I Pay My Bill?

Payment options include:

- Online at Cardinal Direct
  - Electronic Check (e-checks), no service charge.
  - Credit Card (processed through CashNet®) A 2.9% service charge is assessed by CashNet® on the total amount of the credit card transaction. American Express, Discover and MasterCard accepted. VISA is not accepted.
- Cash, check, or money order is accepted in person at the Cashier's Office or via postal mail addressed to the Cashier's Office.

**SVSU does not accept credit card payments in person, via the phone or through the postal mail at the Cashier's Office.**

### How to Make a Payment at Cardinal Direct:

1. <http://cardinaldirect.svsu.edu/>
2. Login using your SVSU username and password.
3. Click on MAKE A PAYMENT (under Financial Profile Tab).
4. Click again on the button MAKE A PAYMENT.
5. Select Payment Method.
6. Click SUBMIT to complete transaction.

The screenshot shows the 'STUDENT - STUDENT'S MENU' page on the Cardinal Direct website. At the top, it says 'SAGINAW VALLEY STATE UNIVERSITY' and 'CARDINAL DIRECT'. Below this is a navigation bar with 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', and 'FAQ'. The main content area is titled 'STUDENT - STUDENT'S MENU' and 'Welcome Panel!'. Below this is a warning: 'The following links may display confidential information.' There are two columns of links. The left column includes 'Course Schedule', 'Registration', and 'Housing'. The right column includes 'Academic Profile', 'Financial Profile', and 'Financial Aid'. A red arrow points to the 'Account Summary' link under the 'Financial Profile' section. At the bottom, there is a footer with 'S3, Secure ShellPage' and 'CD v 3.1.5 Copyright 2009 SVSU'.

## How Do I Set-up a Cardinal Payment Plan?

The Cardinal Payment Plan (CPP) allows you to spread your educational expenses over four interest-free, monthly payments. There is a \$70 non-refundable enrollment fee that is due at the time of enrollment in CPP. Enrollment must be received by July 27. To obtain the CPP enrollment form go to [www.svsu.edu/cpp](http://www.svsu.edu/cpp) or call Student Financial Services at 989-964-4210. Forms are also available in the Cashier's Office, Wickes 166. Both the enrollment form and \$70 fee must be received together before the CPP will be processed.

**The Fall 2011 tuition, fees and housing payment due date is Wednesday, July 27, 2011. Students having outstanding balances after the July 27 payment deadline will be dropped from their classes.**

## Things to Remember...

---

All communication from Student Financial Services regarding billing, due dates, and special reminders will be sent to you via your SVSU EMAIL ACCOUNT. Check this email account regularly. Paper communication via postal mail will not be sent to you.

Access **CARDINAL DIRECT** for your class schedule, tuition and fees, tuition bill, financial aid information, and to make an online payment.

[cardinaldirect.svsu.edu](http://cardinaldirect.svsu.edu)

An Authorization to Release FERPA Protected Information Form is required if you would like a third party, such as a parent or spouse, to be able to access your student information.

Your student account balance must be zero (\$0) to register for courses.

## Student Financial Services

### Services Provided

- Interpretation of student accounts
- Assistance with billing and payment plans
- Assistance with printing of account statements through Cardinal Direct
- Assistance with removing financial holds
- Assistance with refund inquiries



---

### Student Financial Services

7400 Bay Road  
Wickes 173  
University Center, MI 48710

Phone: 989-964-4210  
Fax: 989-790-0180  
E-mail: [sfs@svsu.edu](mailto:sfs@svsu.edu)



---

# Student Financial Services

