Financial Aid Recipients
If you are eligible for book refunds, a schedule is available through the portal. Student Tab
Student Accounts Calendar of Events.
Additional fees for not paying your full tuition and fees by January 6th will be:
• 5% interest, up to $75
• $20 Deferment Fee for the 2-payment option.
• Collection efforts may be pursued within 90 days after the term has ended.
  Avoid collection activity by making monthly payments until your account is paid in full.
• Federal Regulations state that you can’t use next academic year’s financial aid to pay this
  academic ear’s tuition balances.

Student Email at Madonna University Each student receives a my.madonna.edu address
and password. All official communication, including account statements, will be sent via your
Madonna email account. Please check it often.

Your Account Statement
You can view, print and pay your account balance from My Portal:
• Login with your ID and PIN
• Click Student tab, then Student Accounts
• Click Official Statement, then Generate Official Statement then View Official Statement

If your parents are responsible for paying your tuition, please print your parents an invoice.
In the future: you may have email reminders sent to your parents by sending Student
Accounts their email address.
Only students can make this request by sending their parent’s email address to:
sa@madonna.edu.

Convenient Payment Options
Pay Online with Credit Card or E-Check
• Login to MY Portal
• Click Student tab, then Student Accounts
• Click My Finances, then Accounts Receivable, then Online Payment

Pay Online without your PIN
If you don’t have a PIN, have forgotten it, or a Parent or Friend pays on your behalf, see the
directions below.

Mail Payments To: Student Accounts, Madonna University, 36600 Schoolcraft, Livonia, MI
48150. Please include Name and ID#; also indicate that the payment is an ‘MTG Payment.’

Pay in Person: The Student Accounts Office will accept payments of Cash, Debit Cards and
Checks.

Student Accounts

Financial Aid: If you are expecting financial aid and don’t see it on your statement, please
contact the Financial Aid Office 734-432 5663 or finaid@madonna.edu
Pay Online without Student PIN – must have Student ID#
**E-Check** Payments without PIN (see below for credit card directions):
Students/Parents/Friends can go online with just their ID# and last name to make an E-check payment:

- Go to our home page
- Click on Parents/Families on the right
- Click on E-Check on the right
- Do not enter the login information in the gray box. Instead, click on the right link that says Click here to login if you know the Login but do not have the Password.
- Enter your ID# and last name in the boxes provided and click on the ‘Login’ button. If you have a two-word last name, such as Smith Day, you need to include a hyphen (Smith-Day). The system does not recognize spaces, and is not case-sensitive.
- Choose the type of payment you want to make, i.e. Real-Time Balance, Tuition Payment, Admission Fee, Graduation Fee.
- Follow the directions to enter the amount, account information, etc.
- If you choose Real-Time Balance and you don’t want to pay the full amount listed, you can change the amount on the next page prior to entering your payment information.

**Credit Card Payments Online**
Students/Parents/Friends can go online and create a User Name and Password to make a credit card payment:

- Go to our home page.
- Click on the Parents/Families on the right
- Click CASHNET on the right
- Choose the type of payment you would like to make, i.e. Real-Time Balance, Tuition Payment, Admission Fee, Graduation Fee.
- You will be prompted to enter an ID and PIN, or you can create a user ID and PIN
- Follow the directions to enter the amount, account information, etc.
- If you choose Real-Time Balance and you don’t want to pay the full amount listed, you can change the amount on the next page prior to entering your payment information.

**Pay with the MadonnaOneCard:**

- Login to the Madonna OneCard site
- At the top of the statement you will find a routing number and account number. Make note of both these numbers or print this page.
- Login to MY Portal ○ Click Student Accounts (in the left hand column), then My Finances, Accounts Receivable, and then Online Payment.
  ○ Using the e-check options, proceed with payment. When prompted, enter the routing number, account number, and choose ‘checking’.

- If you do not have your PIN, follow the directions for: E-check Payment Online Without Student PIN—you must have the Student ID number.
- Pay at Student Accounts: You may pay using your Madonna OneCard as a Debit card.