

THE BUSINESS OFFICE

Business Office

Email: businessofficerepresentative@myunion.edu

Local: 513.861.6400 ext. 1095

Toll-free: 800.861.6400 ext. 1095

Fax: 513.861.9958

Services Provided

The Business Office may be reached by calling 800.861.6400 ext. 1095 and is available Monday - Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 5 p.m. EST. The Business Office is responsible for maintaining account information for each student. This includes posting tuition and fees, recording payments, adjustments, book vouchers and refunds, preparing 1098Ts, authorizing financial clearance for graduation, and disbursing financial aid. While the Business Office is responsible for processing refunds of excess aid, inquiries regarding aid should be directed to Financial Aid by calling 800.861.6400 ext. 2005.

Other services provided upon request via CampusWeb include third party billing and student account statements. Students can access and print student account information by accessing CampusWeb at: <https://campusweb.myunion.edu/>.

The Business Office handles all general financial, accounting and treasury functions for the university in addition to maintaining student accounts receivable. Business Office staff strives to provide excellent service to all students at all times.

Tuition and Fees

Payment of tuition and fees is due the first day of each term. The amount due is determined by reviewing the Registration and Tuition Policy specific to each program; please refer to

<https://myunion.edu/future-students/funding-your-future/>

Payments options include:

- financial aid
- paper check (mail to Union Institute & University 440 E McMillan St Cincinnati, OH 45206-1925) please include your student ID number on your check
- debit or credit card:
 - by phone - call 800.861.6400 ext. 1095
 - via CampusWeb. Access the How to Make a Payment link on CampusWeb: <https://campusweb.myunion.edu/>
- selecting the Deferred Payment option (see explanation below)

Students may choose a deferred payment option that requires equal monthly payments over the duration of the term. Balances due for self-payers or balances due after financial aid has been applied may be divided into equal monthly payments. The monthly payment option is the only deferred payment option available and is processed using the Automatic Recurring Billing (ARB) system. Contact the Business Office at 800.861.6400 ext. 1095 to set up ARB payments.