

Frequently Asked Questions

1. Do I need a parking permit?

A parking permit is required for parking on campus and is an additional charge per academic year. Permits may be purchased online at <https://parking.usd.edu>.

2. Is there a payment plan option for tuition and fees?

Students wishing to enroll in the university's payment plan may do so through the "Sign up for a Payment Plan" link in SDePay. The link is located under "View Accounts" or "Make a Payment." Enrollment for the payment plan is open approximately one month before the start of the term and closes on the due date of the term.

3. What is attendance confirmation?

Attendance confirmation is used by the university to keep track of students' status for enrollment, payment, refund and financial aid purposes. When we receive this information your registration is confirmed and we know how you will be paying your bill. Please access the attendance confirmation through your self-service account. An email with a link and instructions will be sent to the students USD email account when the attendance confirmation is available.

4. What happens if I change my schedule after I review my initial billing statement?

If you adjust your classes, you can check "current activity" in SDePay for your updated balance.

5. What should I do if I do not receive an email notifying my bill is ready for viewing on SDePay?

If you do not receive an email notifying you that your bill is ready for viewing it does not alleviate your responsibility to pay by the deadline. You can either call the Business Office or access SDePay. However, if you have problems accessing your email please use the following link for help.

To activate email:

<https://apps.usd.edu/accounts/pickup/index.cfm>

6. What happens if I do not pay my bill by the deadline?

If the payment is not made in full by the term due date OR your attendance confirmation is not submitted by the first day of class, it is South Dakota Board of Regents policy that the student may be assessed a late charge and subject to administrative withdrawal.

View, Print, Pay your Bill on SDePay through self-service

To access SDePay through self-service, login to your myUSD Portal (<https://my.usd.edu/uPortal/f/welcome/normal/render.uP>) and click on the red bill box.



Student Account

[View Holds](#)

[SDePay/View Account/Pay here](#)

Make an online payment, view your billing statement, sign up for payment plan, setup authorized payers, etc.

[Student Personal Information](#)

[Direct Deposit Refunds](#)

[Financial Responsibilities Agreement](#)

[Attendance Confirmation](#)

Important Things to Remember before the Start of the Semester

- Sign up for ACH direct deposit of your student refunds through your self-service account.
- Complete your attendance confirmation through self-service.
- Purchase parking permit at <https://parking.usd.edu>.
- Check your USD email account for your billing notifications and other important items.
- If your parent/guardian needs access to your SDePay account, please sign them up as an "Authorized Payer" to give them access to view, print and pay your bill.



UNIVERSITY OF
SOUTH DAKOTA

414 East Clark Street | Vermillion, SD 57069-2390

605-658-3650 | businessoffice@usd.edu

This document is available in alternative formats upon request.
Students contact Disability Services at 605-658-3745.
Faculty and staff contact Human Resources at 605-658-3660.

SDePay

Electronic Billing
and Payment Services for
Student Tuition and Fees



UNIVERSITY OF
SOUTH DAKOTA

SDePay — Electronic Billing and Payment Services for Student Tuition and Fees

SDePay Electronic Bill and Payment System is the official means of delivering tuition bills to all students at the University of South Dakota and the South Dakota Public University System. All enrolled students will have an eBill posted to their SDePay account. Paper bills are not mailed.

Students will receive a notice in their university assigned email account when their eBill is ready to be viewed on SDePay. The eBill details the amount due (tuition, fees, housing, meal plans and other miscellaneous charges) as well as electronically applied financial aid payments and personal payments.

Authorized Payer Access

A student can authorize parents, a spouse or other individuals access to the student's account on SDePay. Authorized payer access permits others to view, print or pay the student's eBill.

Features and Benefits of SDePay:

- 24/7 access to student accounts via the internet.
- Authorized payer option for students to give parents, spouse or other individuals access to their student account.
- Ability to pay students bill electronically via SDePay with:
 - **eCheck**- automatic debit from checking/savings account
 - OR
 - **Credit Card**-MasterCard, Visa, Discover or American Express (subject to 2.75% service charge).
- Email confirmation of ePayment.
- View and print tuition billing statements anytime from anywhere. View up-to-the-minute summary of current account balance.
- View history of billing statements and ePayments.

How SDePay Works

An email, announcing that the eBill is available for viewing and payment will be sent to the student's university assigned email address and to each authorized payers email address. This email will also include the link to access SDePay.

Authorized Payers can access SDePay by clicking on the link in the email notice.

Select "View & Pay Accounts" to see the student's current activities summary or click on "Statement Details" to view the current semester's billing statement. Click on the PDF printable version to download or print a copy.

**Important note about your eBilling statement: Information on the student account is updated instantaneously in SDePay. The "current activities summary" is live and up-to-date and reflects the account balance at the moment SDePay was accessed by the student or the authorized payer. The eBill is a "snapshot" of the account at the specific time and date when the billing statement was created.*

How a Student can Establish an Authorized Payer in SDePay

Login to SDePay. Follow online instructions to enter authorized payer email address and create username.

The authorized payer will receive an automated email with the login name informing them that they have been authorized for the student's account.

Each billing cycle, both the student and authorized payer(s) will receive an email informing them an eBill is available for viewing. Authorized payers can access SDePay by clicking on the link in the email.

Students have the ability to cancel an authorized payer's access at any time.

Tuition & Fee Payment Deadlines

2021 Fall Due Date — September 3

2022 Spring Due Date — January 20

To avoid any late fees and hold restrictions, all tuition, fees and charges must be paid by the above due date.

An email will be sent to your USD email account informing you of the semester due date as well as other important items approximately a month prior to the semester start date.

How to Pay Your Bill

eCheck:

Select "eCheck" option under Make Payment.

eChecks are Automated Clearing House (ACH) payments from a checking or savings account of a U.S. Bank.

eCheck payments are a free service.

eCheck payment information can be saved as a "Payment Profile."

Bank Cards:

Select "Credit Card" option under "Make Payment."

MasterCard, Visa, Discover and American Express cards are accepted and credit and debit cards can be saved as a "Payment Profile."

Online payments using credit or debit cards are subject to a 2.75% service fee payable to the host provider of SDePay.

The University of South Dakota cannot accept credit or debit cards in person, by mail or by phone for student tuition bills.

Personal Check or Money Order:

On a personal check or money order, please write the student ID on the memo line and mail (along with a copy of the eBill) the payment to:

University of South Dakota
Business Office
414 East Clark Street, Slagle Hall, Room 207
Vermillion, SD 57069-2390