

# KeaNetwork Employee Affiliation Discounts

## How to See the Discount Once it is Applied

- Here are the instructions for a student to login and access their billing account.
  - Student billing details are available on your Student Account Suite located on [KeanWISE](#) once a student has registered and been billed for their courses. Please log onto [KeanWISE](#) and select “View/Pay My Bill” under the Student Menu. Students will be required to log in once more using their Kean email username and password. Your Student Account Suite offers 24/7 account access where students may view their charges and make payments. Students will receive billing notifications when there are new charges posted to their account. All notifications regarding billing and student account status will be sent to students using their Kean email address.
  - Direct link from Student Account Website:  
<https://www.kean.edu/offices/student-accounting/tuition-and-fees/electronic-billing-statements>
- Here is the student’s view once they are logged in

The screenshot shows the Kean University Student Account Suite interface. At the top, there is a dark blue header with the Kean University logo and the text "KEAN". To the right of the header, it says "Logged in as: [redacted] | Logo". Below the header is a navigation bar with links: "My Account", "My Profile", "Make Payment", "Payment Plans", "Deposits", "Refunds", and "Help".

The main content area is divided into several sections:

- Announcement:** Contains a welcome message and tuition due dates for Winter 2024 (December 7, 2023) and Spring 2024 (December 13, 2023). It also includes a note about registration adjustments and a link for students first registering after the due dates.
- Student Account:** Shows the account ID as "xxx2417" and the current balance as "\$0.00". There are buttons for "View Activity" and "Make Payment".
- Statements:** Lists the latest eBill Statement (3/18/24) with a balance of \$0.00 and the latest 1098-T Tax statement (2023 1098-T Statement). Both have "View Statements" buttons.
- My Profile Setup:** Includes links for "Authorized Users", "Personal Profile", "Consents and Agreements", and "Electronic Refunds".
- Term Balances:** A section for viewing term balances.

- From here, there are two ways to see and confirm that the discount is applied.

- 1. By selecting View Statement and choosing the most recent Statement for the specified term.

**Announcement**  
 Welcome to your Student Account Suite!  
**Tuition Due Dates**  
 Winter 2024: December 7, 2023  
 Spring 2024: December 13, 2023  
 Please note: Students registering or making a registration adjustment after the tuition due date will be given an opportunity to fulfill financial obligations within 48 HOURS (2 business days) or ALL classes may be de-registered.  
 Students first registering after the...

**Student Account** ID: xxx2417  
 Balance \$0.00  
 View Activity Make Payment

**Statements**  
 Your latest eBill Statement (3/18/24) Statement : \$0.00 View Statements  
 Your latest 1098-T Tax statement 2023 1098-T Statement View Statements

**My Profile Setup**  
 Authorized Users  
 Personal Profile  
 Consents and Agreements  
 Electronic Refunds

**Term Balances**

**Statements**

Billing Statements 1098-T Tax Statements

Search:

Statement Date	Amount	Action
3/18/24	\$0.00	<a href="#">View</a>
3/12/24	\$0.00	<a href="#">View</a>
1/4/24	-\$3,372.74	<a href="#">View</a>

**STATEMENT DATE** 03/18/2024 **AMOUNT DUE** \$ 0.00

**KEAN**  
**Student Account Statement**

**Student ID:** 1302417  
 Sandra P. Armao  
 301 Maple Ave Apt 255  
 N Plainfield NJ 07060-6648

Kean University  
 Office of Student Accounting  
 1000 Morris Avenue  
 Administration Building – 3rd Floor  
 Union, NJ 07083  
[www.kean.edu](http://www.kean.edu)

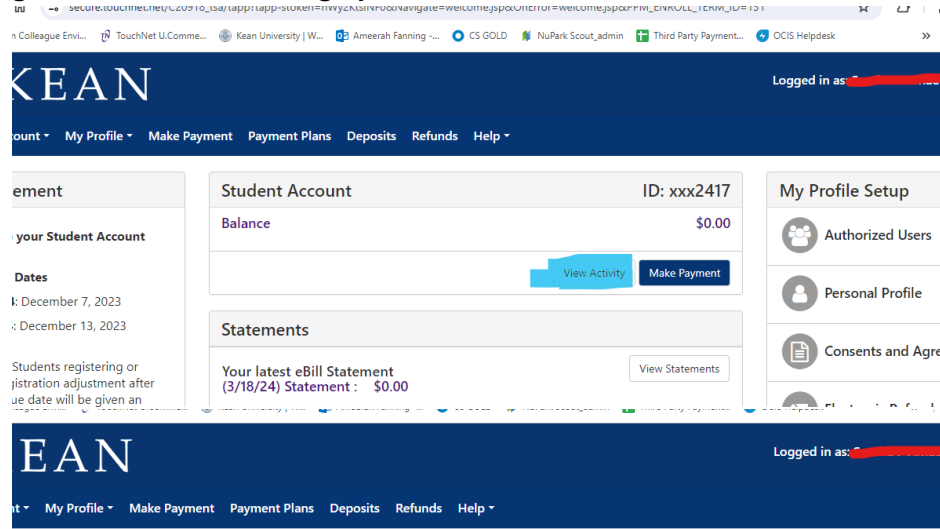
**TERM: SPRING 2024**

Balance Forward	\$0.00
Tuition UG I/S (PT)	\$2,596.26
University Fees	\$475.62
Organization Discount 10%	-\$259.62
Current Charges	\$2,812.26
<b>Total Charges</b>	<b>\$2,812.26</b>
Payments	\$3,372.74
Financial Aid Transmitted	-\$6,185.00
Amounts Paid by Sponsors	\$0.00
Amounts Paid by Deposits	\$0.00
<b>Total Amount Due</b>	<b>\$0.00</b>

**SCHEDULE**

COURSE	TITLE	BLDG	ROOM	DAYS	TIME	CRED
ACCT*3210*01	INTERMEDIATE ACCT I	HYN	05	T	07:30PM 10:15	3.0
FIN*3310*03	CORPORATE FINANCE I	HYN	06	TH	04:30PM 07:15	3.0
GE*3000*03	TRANSFER TRANSITIONS	CAS	49	M	Deleted	

- 2. By selecting View Account Activity, the term in question, then the sponsorship, grants, and waivers category



**Account Activity** Expand All Print Excel PDF

Filter activity by  View Activity

Student Account Balance	\$0.00
<ul style="list-style-type: none"> <li>Spring 2024 <span>\$0.00</span></li> </ul>	\$0.00
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Spring 2024 <span>\$0.00</span></li> </ul> </li> </ul>	\$0.00

Print Excel PDF

Account Activity Search:

Description	Code	Date	Charges	Credits/Anticipated Credits
▶ TUITION & FEES			\$3,583.86	\$511.98
▶ FINANCIAL AID DISBURSED			--	\$6,185.00
▼ SPONSORSHIP, GRANTS & WAIVERS			\$43.27	\$302.89
Organization Discount 10%	IWD10	1/3/24	\$43.27	--
Organization Discount 10%	IWD10	11/28/23	--	\$302.89

- **Note: In some instances, a student would have to calculate the difference between the category's charge and credit columns to determine the exact amount of the discount awarded.**

### When do I receive my Refund

Here is the direct link to the Student Accounting Webpage for verbiage below.

This message applies to those who receive Financial Aid Awards inclusive of Scholarships.

<https://www.kean.edu/offices/student-accounting/student-accounting-policies#direct-deposit-policy>

You should be aware of the following details affecting your refund: The University will only issue refunds for a credit balance resulting from an actual overpayment. In addition, we will only be able to process your refund if the credit balance is the result of actual (not estimated) funds and all checks have had 10 days to clear.

If your statement includes estimated Federal and state funds, and this results in a credit balance on your account, your refund cannot be processed until you sign the required documents in accordance with federal and state regulations, and the funds represented by these awards are obtained by the university from the federal or state government.

If you are receiving financial aid from any state, local, or private agency, any resulting refund will be made only after the university receives the funds. Please realize that the first money received by the University is the money that is applied toward your tuition and fees. Therefore, if you have taken out a loan for living expenses and these funds arrive at the University before other financial aid monies are received, the loan will be applied to your tuition expenses. Overpayments or refunds only occur after your tuition and fees have been paid.

**Refunds for Out of Pocket Paying Students:**

A student may contact Student Accounting via email at [billing@kean.edu](mailto:billing@kean.edu) to request a refund but must allow at least **10 business days** to pass from the time the tuition payment was made.