

Principia College PrinBill Guide

PrinBill is Principia's online billing and bill payment service. Monthly billing statements (eBills) are viewable online. Payments can be made electronically with secure online access from a U.S. checking or savings account or by credit card.

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Student Login

College students access PrinBill through their BannerWeb account with their personal, secure login. New students will receive their login and password information during the College admissions process. Continuing students will use their existing BannerWeb login and password to access PrinBill. Please remember to protect this login as it provides access to any stored account numbers.

Authorized User Login—Parent Access

College Students may grant Authorized User access to parents and/or other family members or friends assisting with payments. Students can grant authorized user access by going to the Authorized User tab on the student home page of their PrinBill account and entering the person's email address. The personal secure Authorized User login and temporary password will be emailed to that person. This access must be authorized by the student for PrinBill information only, and does not allow access to grades, registration or other student information.

Monthly Billing Statements (eBills)

Billing statements are generated on the last business day of each month. You must view the eBill online at www.PrinBill.com by selecting the eBill tab at the top of the Student Account Home page. The most recent monthly billing statement will appear in a pop up window. Up to 18 months of prior monthly statements are also available in the drop down menu next to the "Select the statement to view" field.

Payment Methods

Available payment methods include electronic bank withdrawals (ACH debits), credit cards (Visa, MasterCard, Discover and American Express), or checks. Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic ACH, and this is Principia's preferred payment method.

Check payments should be mailed to the following address:

The Principia - Attn: Cashier
13201 Clayton Road
St. Louis, MO 63131-1002

Monthly Installment Payment Plan

College charges may be paid over four months during the college semester. There is no fee for the use of this installment plan. The payment plan starts in August, with the first payment due by August 26. Each subsequent payment is due by the 26th of the month. A late charge of 1% will automatically apply to accounts for payments not received by the due date.

Payment Plan Due Dates:

Fall Semester

August 26
September 26
October 26
November 26

Spring Semester

December 26
January 26
February 26
March 26

Charges added to a PrinBill account are included in the payment plan. As charges are incurred throughout the semester, they will be added to the plan and spread out over the remaining months of the payment plan. **Note: New charges added to accounts will increase all remaining open monthly installment amounts. This will create larger monthly installments at the end of the payment plan.**

International Payments

Options for international payments include wire transfer, credit card, or checks payable in U.S. dollars. For wire transfer instructions and answers to any questions you have about international payments please contact Billing Services (see contact information below).

Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the Student Account Home page. Select "Personal Profile" and make changes.
- To change your saved bank account information, please go to the My Profile tab on the Student Account Home page. Select "Payment Profile" and add new bank information with a new nickname.

Principia Billing Services

<u>Contact Person</u>	<u>Phone Number</u>	<u>E-mail</u>
Milly Mensing	314.275.3554	Milly.Mensing@Principia.edu
Cheryl Carbonell	314.514.3122	Cheryl.Carbonell@Principia.edu