

# OPUS STUDENT CENTER

quick reference guide to finances



View current account activity

Sign up for payment plan  
Make online payments

Make Eagle Dollars deposit

Enter bank account info to have student account refunds direct deposited

View and print 1098-T tax forms

Setup bill-payer email profile  
View monthly bills  
View registration bills  
Request Courtesy Scholarship  
Make online payment  
Sign up for payment plan  
View foreign currency info  
View Student Financials FAQ

Setup guest access

Click here to ensure that you do not miss Student Financials announcements

Click here to ensure that you do not miss Student Financials communications

Click here to view financial holds and clearances status and details

Click here to ensure that you have completed all Student Financials To Do List items

# OPUS GUEST ACCESS

quick reference guide to finances



EMORY

STUDENT FINANCIAL SERVICES

**Guest Access**

By Clicking any link below, I am signifying that I agree with the legal terms and conditions to the right.

- View Classes / Browse Catalog
  - Browse Course Catalog
  - Class Search
- Admissions Links
  - View Decision Letter
  - Event Registration
  - View Your Events
- Academic Records
  - View Class Schedule
  - View My Grades
  - View Unofficial Transcript
  - View Degree Progress Report
  - View Exam Schedule
- Campus Personal Information
  - View Addresses
  - View Names
  - View Phone Numbers
  - View Email Addresses
  - View/Update Emergency Contacts
  - View Parent/Guardian Addresses
  - View Honors and Awards
- Important Alerts
  - To Do List
  - View Communications
  - Holds and Clearances
- Health Insurance Requirement
  - Health Insurance Req Waiver
- Account
  - View Account Detail
  - View Monthly Bills
  - View Registration Bill
  - Make On-Line Payment
  - Enroll in Payment Plan
  - Foreign Currency Payments
  - Make Eagle Dollars Deposit
  - View 1098-T Tax Data
- Financial Aid
  - View Emory Financial Aid
- Courtesy Scholarship
  - Courtesy Scholarship

Click here to ensure that you have completed all Student Financials To Do List items

Click here to ensure that you do not miss Student Financials communications

Click here to view financial holds and clearances status and details

View current account activity

View monthly bills

View registration bills

Make online payment

Enroll in payment plan

View foreign currency info

Make Eagle Dollars Deposit

View and print 1098-T tax forms

## STUDENT FINANCIAL SERVICES:

**Student Account Inquiries**  
**Payment of Student Account**  
**Check Cashing**  
**Notary Public**

## HOW TO CONTACT US:

**In Person:** Boisfeuillet Jones Center, Suite 101  
**Telephone:** (404) 727-6095  
**Email:** StudentFinServices@emory.edu  
**Website:** www.studentfinancials.emory.edu/

## HOURS OF OPERATION:

**Business Hours:** Mon – Fri, 8:30a - 4:30p  
**Cashier Hours:** Mon – Fri, 8:30a - 4:30p

## STUDENT ACCOUNT:

**Billing:** Check account status and view statements online through OPUS. No paper statements will be mailed. Email is sent to student (and bill-payer if authorized by student) when bills are ready to view.

**Guest Access:** Students can grant “Guest Access” to student financial account in OPUS. Guests can check account status, view bills, or make payments.

## MAKING A PAYMENT:

**Emory University does not accept credit cards for student account payments.**

**Paying Online:** Authorize debit from domestic checking or savings account in OPUS. For international bank, follow foreign currency instructions in OPUS.

**Paying by Mail:** Emory University, Student Financial Services, 200 Dowman Drive, 101 B. Jones Center, Atlanta, GA 30322. *Please include the Student ID number.*

**Paying In Person:** Cashier window in Boisfeuillet Jones Center, 1st Floor, Mon – Fri, 8:30a - 4:30p

## EMORY PAYMENT PLAN:

Divides charges (tuition, room, and board) for Fall and Spring semesters into 4 payments \$60 non-refundable fee per semester  
First installment due by registration bill due date  
Remaining 3 installments due by 25th of each subsequent month

## PAYMENT DEADLINES:

As a general rule, the payment deadline for a semester is 10 days before the start of the term. The registration bill in OPUS contains the specific deadline for each term. Late payment will incur a \$150 late fee. A 1.5% finance charge will be assessed per month on any past due balance.