

## Helpful Information from the Bursar's Office at Roger Williams University

Student Account Center (SAC), administered by our provider TouchNet, is your one-stop for billing and payment. You can view statements, make payment, and enroll in an optional semester monthly payment plan. Students will need to grant access to parents and other users.

### To make an inquiry about your account:

1. Contact the Bursar's Office at (401) 254-3520 or [bursar@rwu.edu](mailto:bursar@rwu.edu)
  - ✓ The student's ID number is required for inquiries

### To log in to the SAC (Students ONLY) and add an authorized user:

1. Log in to [rogercentral.rwu.edu](http://rogercentral.rwu.edu)
2. On the left sidebar, select *Financial Information*
3. Select *RWU Student Account Center*
4. On the SAC home page navigate to *My Profile Setup*
5. Select *Authorized Users*
6. Select *Add Authorized Users*

### To log in to the SAC (Parents ONLY):

1. Go to [Parent SAC Log in](#)
  - ✓ The student needs to grant *Authorized User* access first!

### To inquire about a payment plan:

1. Call our Payment Plan Customer Service Line at (833) 269-3675

### To mail scholarship, loan or personal checks:

1. Attn: Bursar's Office/RWU/One Old Ferry Road, Bristol, RI 02809
  - ✓ The student's ID number is required in the memo section of the check

**\*\*\* Payment Due Dates: Fall Semester is due July 1<sup>st</sup> and Spring Semester is due January 2<sup>nd</sup> \*\*\***

- Statement notifications are sent via email (SAC) once a month. RWU does not mail paper statements.
- Full-time day students must be registered for at least 12 credits to be billed full-time, flat rate charges (12-19 credits). Credits over 19 are billed an additional per credit rate.
- Work study awards are not deducted from your bill (direct cost) since they are earned and paid throughout the academic year.
- Fall payment plans begin July 1<sup>st</sup> and spring plans begin December 1<sup>st</sup>—semester plans are for 5 months.
- Families using the payment plan will see the plan balance reflected on the SAC. If your account is showing a balance due after the pay plan is applied, your payment plan may need to be adjusted.
- **Waive RWU Health Insurance NOW!** All full-time undergraduate students and all international students are required to participate in our university health insurance plan or provide proof of a comparable plan. To waive the University's plan, submit proof of adequate coverage at [www.rwu.edu/go/insurance](http://www.rwu.edu/go/insurance). **Spring waivers are due no later than February 1.**

### Bursar's Office Contact Information:

Phone: (401) 254-3520 Email: [bursar@rwu.edu](mailto:bursar@rwu.edu)

Hours: Mon – Fri 8:30 to 4:30