

SUMMER 2010 BILLING INFORMATION (CREDIT COURSE)

As of October 2005, the University discontinued the mailing of paper bills. **EBill is the only method of student accounts bills issued by the University.**

ACCESSING EBILL STATEMENTS AND MAKING EPAYMENTS

In order to access your bill or make EPayments, you must first be registered for the class. You will receive an acknowledgement letter once your registration has been received and processed.

Students: In order to access your eBill statement, login into <http://www.dori.duq.edu>. If you still do not have a MultiPass username and password, click on the MultiPass Initialization Tab located below the Login Tab. Initialize your MultiPass by completing each of the three steps. **Paying Online:** After initializing your MultiPass login into www.dori.duq.edu, click on Self Service Banner Tab, Student Information Tab, and then Student Account Tab. Click on Access QuikPay. On the left, after Message Board Tab, click on Payment Profiles Tab. Select either Credit Card Profile or eCheck Profile. With the rest of the tabs you will be able to view your account, make payments, and check your transaction history. If you have difficulties logging in, contact the CTS help desk at (412) 396-4357 or email help@duq.edu.

Students and their authorized payers can make online payments either by eChecks or credit cards. The eCheck program is provided at no cost to you. Rather than writing a traditional check from your checking account, you are able to process one electronically. To make an eCheck payment, be prepared to provide the routing and account numbers that are located on the bottom of your check. You will be able to print a receipt documenting the transaction.

If you choose to make your payment by credit card, please note that only Discover and MasterCard are accepted and that there is a 2.55% fee associated with the use of credit cards. This fee is non-refundable and will appear as a separate charge on your credit card billing statement.

If you have any further questions, please login into www.controller.duq.edu/stuacct.htm

TRADITIONAL PAYMENTS

Send your check to:

Summer 2010

Mary Pappert School of Music

Duquesne University

600 Forbes Ave

Pittsburgh, PA 15282

PLEASE NOTE: THE UNIVERSITY NO LONGER ACCEPTS CREDIT CARD PAYMENTS THROUGH MAIL, IN PERSON, OR OVER THE PHONE FOR CREDIT COURSES.

For additional information about payments, please contact Chris Bromley, Assistant Director of Summer Programs, at 1.800.934.0159 or summermusic@duq.edu.

**REGISTRATION FORM FOR GRADUATE CREDIT
SACRED MUSIC COLLOQUIUM XX
AND/OR
SACRED MUSIC CHANT INTENSIVE**

Dr. Mr. Mrs. Miss Ms. (Please print clearly)

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Social Security Number _____

(This is required for registration purposes only and will be destroyed at the end of the course)

Date of Birth ___/___/___ E-mail _____

Graduating College or University (most recent) _____

Degree(s) Earned _____

Church or Affiliated Institution (if applicable) _____

Address _____

I wish to enroll in:

- Sacred Music Chant Intensive, June 14-18 (Credit portion) Colloquium XX, June 21-27 (Credit portion)

Each class is **\$680** and earns 2 (two) graduate credits.

This enrolment and fee only applies to the CREDIT portion of the course.

- I have been previously enrolled in credit courses at Duquesne University.

Method of Payment:

- Check or money order payable to Duquesne University
 Mastercard or Discover, paid through billing at www.dori.duq.edu AFTER registration confirmation has been received

I am enclosing:

- total amount deposit of \$200 for each course (the total balance is due 14 days prior to the of the first course taken)

Total Due \$ _____ Total Enclosed \$ _____ Balance Due \$ _____

Registration form and total payment are due at least 14 days prior to the first day of the participant's first course. All fees and deposits will be returned in the event a course is cancelled by Duquesne University.

Send registration form to:

Summer 2010
Mary Pappert School of Music
Duquesne University
600 Forbes Ave
Pittsburgh, PA 15282

Signature _____ Date _____