

**Oklahoma State University
Office of the Bursar
Contract of Student Financial Responsibility**

Carefully read the following information below and then **click** the accept button at the bottom of the page to continue the enrollment process:

Oklahoma State University corresponds electronically with students using the O-Key University email address. I understand that I am responsible for regularly reading important information sent to my O-Key email account and for taking action on any important correspondence sent to this address and adequate email space is available to ensure that correspondence is received.

- I understand that enrollment at Oklahoma State University constitutes a contractual financial obligation to pay tuition and fees for classes in which I am enrolled. **I further understand my financial obligations are due by the University set due date each semester.**
- I understand that I will receive an email notification when my billing statement is available to view online. Statements are located online at **bursar.okstate.edu**.
- I understand that my account information can only be released to me. It is my responsibility to notify my parents/legal guardian of my account balance or I can set up guest access for my parents/legal guardian to access my statement through the bursar website.
- I understand that in the event I have a return check on my account I will be charged a \$25 return check fee. I understand that I am responsible for all dishonored payments which have been presented on my behalf.
- I understand financial aid funds automatically pay all charges incurred on my bursar account unless I restrict my Title IV funds to only pay tuition/fees, housing/meals, books by completing the bursar form.
- I understand that once all my financial aid is applied to my bursar account, I am responsible to pay any new charges I incur prior to end of the semester.
- If my federal or institutional financial aid is either not received by Oklahoma State University or I lose my eligibility to retain financial aid for the semester, I assume responsibility for paying all student obligations.
- I understand that if I enroll prior to the enrollment hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand that if I am participating in the Payment Option Plan and my payments are not current, my enrollment is also subject to cancellation.

- I understand failure to pay my account prior to the 15th of the month will result in my account assessed a 1.5% monthly (19.56 APY) finance charge on any past due balance.
- I understand that if I have a past due balance I will lose my charging privilege on campus. This does not affect a meal plan unless the contracted amount is used.
- It is my responsibility to know the University's drop and withdraw policy including deadlines. It is also my responsibility to drop or withdraw **myself** from my classes. **My failure to drop or withdraw in a timely manner does NOT relieve me from my financial responsibility to the University for tuition and fees.**
- I also understand that if I **enroll in classes or my advisor enrolls me in classes and I do not attend these classes**, I am still held responsible to pay the required tuition and fees if I fail to withdraw by the designated dates.
- I understand that if I drop, withdraw, graduate, or do not return to the University, it is my responsibility to update my address, phone number, and email address.
- I understand that if I have a student Direct Subsidized/Unsubsidized Loan, Perkins Loans, Health Professions Student Loan, and/or Murray Case Sells Loan, I am responsible for completing the required exit counseling upon leaving the university.
- I understand that if I have a University outstanding balance, **holds** are placed on my account and I will not be able to enroll in future semesters nor receive an academic transcript or diploma.
- I consent to being contacted on my cell phone if provided to the University as a source of contact.
- I understand if I leave the University with an unpaid balance and do not make satisfactory payment arrangements, my account will be placed with an external collection agency. I will be assessed collection costs (up to 33% of the original debt), legal costs and attorney fees. This will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureau's (Equifax, TransUnion, Experian). The University will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.

By clicking this box, I affix my electronic signature to acknowledge I understand my financial responsibilities to the University and accept the above terms.