



*Office of the Bursar  
Parent & Student  
Guide*

*Stillwater, Oklahoma*

## A NOTE TO STUDENTS AND PARENTS

**Welcome to the Office of the Bursar at Oklahoma State University in Stillwater. “Bursar” is a term unique to higher education and means “keeper of the purse.” The Bursar Office bills and collects tuition, fees, campus housing and other university-related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students’ bursar accounts and refunds any overpayments. The bursar staff will provide you with quality customer service information. This guide is intended to help you understand the functions of the Bursar Office.**

**Some general tips are listed below to help you keep track of and understand the information emailed to you and your parents from the Bursar Office.**

- **Carefully read everything you receive from the Bursar Office.**
- **Create a file for your university billing statements that you will retrieve online and any correspondence or notes regarding the statements. Also, include any information pertaining to your financial aid.**
- **It is very important to be aware of deadlines and University policies, such as payment due dates.**

**The Bursar Office wishes you a rewarding and successful experience at Oklahoma State University. Our staff will assist you regarding your account. Please contact us at (405) 744-5993 or come by 113 Student Union, Monday through Friday from 8:30 to 11:30 am and 1:30 to 4:30 pm.**

# OKLAHOMA STATE UNIVERSITY

Office of the Bursar

113 Student Union

Stillwater, OK 74078

405-744-5993 Fax: 405-744-8098

E-mail: [bursar@okstate.edu](mailto:bursar@okstate.edu) <http://bursar.okstate.edu>

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# The Bursar Office



The Bursar Office is the centralized billing and collection point for student accounts. This office receives payments, posts charges and credits to student accounts, and will assist in helping you understand the financial obligation with Oklahoma State University. For Bursar Office related questions:

- ***Bursar Office***, (405) 744-5993 or by email at [bursar@okstate.edu](mailto:bursar@okstate.edu), answers questions concerning account balances. A financial counselor is also available to assist students, faculty, and staff with financial matters regarding their bursar account. The counselor is available Monday through Friday, 8:30-11:30 and 1:30-4:30 in 113 Student Union.
- ***Debt Management***, (405) 744-6447, answers questions regarding Perkins, Health Profession and Murray Case Sells Loans. Our staff provides assistance with disbursement information, promissory notes, exit interviews, consolidation information, address updates, questions on billing, repayment plans, deferments, and cancellation options.
- ***Scholarships***, (405) 744-8520, answers questions concerning third-party billing to a student's sponsor (ex. Bureau of Indian Affairs, parent's place of employment, etc.) and non-OSU scholarship checks from outside agencies or schools (ex. Lions Club, Rotary Club, etc.).
- ***OSU Payment Option Plan***, (405) 744-5998 or by email at [bursarpop@okstate.edu](mailto:bursarpop@okstate.edu), answers questions regarding the Payment Option Plan for current students or to request an application.

# Your Student Bursar Account

When you enroll as a student at Oklahoma State University in Stillwater, you agree to pay all charges on your account when due. You also acknowledge that failure to make the required payment by the due date will result in the possibility of finance charges, on campus charging privileges disabled, inability to enroll in a future semester, and/or withholding of a transcript or diploma. You may view the university policy in the University Catalog online at <http://www.okstate.edu/registrar/Catalogs/>.

Your student bursar account is a record of charges, payments and applied financial assistance. Your student account number is your campus wide ID (CWID) number.

The electronic billing statement is designed to make transactions easier to understand and provide previous months' billing information. A University Billing Statement notification will be sent by email. You must have an active O-Key email listed with Oklahoma State University to receive your notification. You can view your billing statement online at **<http://bursar.okstate.edu>** and have the convenience of paying online at **<http://prodosu.okstate.edu>**.

Your billing statement summarizes semester charges, grants, scholarships, and/or loans that have applied to your Bursar account. Charges on your Bursar account may include but are not limited to tuition, fees, athletic tickets, library fines, parking permits, parking fines, and room and board charges. Other miscellaneous charges might include telephone services, textbooks, Residential Life charges (such as Twenty Something), Student Store and supplies from the OSU Bookstore.

Statement notifications are emailed monthly and payments are due upon receipt. Charges that appear on your billing statement that are still unpaid after the 15th of the month are subject to a 1.5% monthly finance charge.

If you leave OSU with a balance, contact the Bursar Office to make payment arrangements. Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. Delinquent account information is disclosed to credit reporting agencies, which could endanger the student's credit rating on a local or national level.

# Questions About Your Student Bursar Account

The Office of the Bursar issues a monthly electronic billing statement that list charges, credits, and payments on your account. Most charges and credits originate from the departments listed below. These departments are responsible for maintaining the detailed records of the transaction that appear on your billing statement. If you have questions regarding an item on your statement, please contact the appropriate department directly.

- ***Undergraduate Admissions Office***, 219 Student Union, (405) 744-5358, Re: admission to the University and transfer credit evaluation
- ***Alpha Program***, 201 Whitehurst, (405) 744-5328, Re: application for orientation and charges for program
- ***Athletic Ticket Office***, Athletics Center, (405) 744-5745, Re: purchase of tickets to athletic events, scores, schedules, statistics, etc.
- ***Bursar Office***, 113 Student Union, (405) 744-5993, Re: information about tuition and fees charges and payments on account, outside scholarships and sponsor payments, Payment Option Plan, financial counseling, and collections of past due accounts with the university
- ***Correspondence Study***, 309 Wes Watkins Center, (405) 744-6390, Re: charges for Independent and Correspondence courses
- ***Graduate College***, 202 Whitehurst, (405) 744-6368, Re: applications to Graduate Program and Graduate Tuition Waivers
- ***Greek Life***, 050 Student Union, (405) 744-5490, Re: fraternity and sorority information and applications, charges for rush and housing

- ***New Student Orientation and Enrollment***, 321 Student Union, (405) 744-3636, Re: contact for freshman and transfer enrollment and scholarships at Oklahoma State University and campus tours
- ***ID Card Services***, 432 Student Union, (405) 744-8434, Re: issues new or replacement ID cards. Lost or found ID cards should be reported to this office.
- ***International Student Services***, 076 Student Union, (405) 744-5459, Re: ISS charges, Immigration requirements and international student orientation
- ***Library***, (405) 744-9729, Re: resource materials, patents, government publications, etc. Can answer questions concerning late library fines and hours
- ***Parking Office***, 1006 West Hall of Fame, (405) 744-6525, Re: parking permits and parking violations
- ***Payroll Office***, Re: contact Payroll in 409 Whitehurst, (405) 744-6372 to sign up for automatic payroll deposits
- ***Perkins Debt Management Office***, 113 Student Union, (405) 744-6447, Re: repayment on Perkins Loan, Health Professions Loan and Murray Case Sells Loan and contact for Perkins Exit Counseling and loan consolidation
- ***Registrar Office***, 324 Student Union, (405) 744-6876, Re: enrollment, enrollment changes (drop and add), late enrollment fees, withdrawal procedures and percentages, cancellation of enrollment prior to the beginning of the semester, transcripts, fee adjustments, certification of enrollment, and Veteran's Benefits enrollment
- ***Residential Life***, Iba Hall, (405) 744-5592, Re: housing contracts, changes in housing assignments, housing charges, meal plans and meal plan changes and charges at convenience stores and fast food restaurants

- ***Scholarships and Financial Aid***, 119 Student Union, (405) 744-6604, Re: financial aid application and eligibility, federal student grants, work-study, and loans, scholarships and deadlines
- ***Student Health Insurance***, 102 Student Health Center, (405) 744-7023, Re: cost of OSU Student Health Insurance and application
- ***Student Union Bookstore***, 104 Student Union, (405) 744-5237, Re: books, supplies, computers, etc. needed for OSU classes
- ***Testing and Evaluation***, 107 UAT Building, 1524 W. Admiral Avenue, (405) 744-5958, Re: ACT/SAT testing and CLEP testing
- ***University Apartments***, 120 Brumley, (405) 744-5353, Re: housing contracts, changes in housing assignments, and housing charges
- ***International Extension and Outreach***, 207 Wes Watkins Center, (405) 744-6606, Re: can provide phone numbers to each college extension program, charges and schedules
- ***University Health Services***, 1202 W. Farm Road, (405) 744-7665, Re: charges for clinic and pharmacy, appointment scheduling and information, immunizations, and insurance filing
- ***Wellness Center***, 1514 W. Hall of Fame, (405) 744-9355, Re: contact for student physical exam forms and the Health Risk Assessment fee. Offers 17 programs which include Physical Therapy, Fitness Programs, Nutritional Counseling, Health Screenings, Student Training Rooms and Peer Education

# How to Obtain Information About Your Bursar Account

Current information on tuition, fees, and other University charges, including Financial Aid disbursed to your Bursar account, may be viewed on the Bursar website. You can access your account at <http://bursar.okstate.edu> by clicking on **View Bills or Bursar Login**. You can view your itemized billing statement by using your O-Key email address and password. Once logged in, a guest user account can be created.

To view daily transactions that occurred after the billing statement creation, log into SIS at <http://prodosu.okstate.edu/>. Click on the **Account Summary** link to provide you with a summary of charges and credits on your student account.

## **PLEASE NOTE:**

**Federal law limits the information the university may provide to parents of OSU students. Your account is in your name and information regarding your account may only be issued directly to you, the student. However, you can give your parents access to view your account on the Bursar website if you choose.**

## Email Notification

Students receive an email notification when they can view their most recent billing statement online. The email notification reads:

“You have an Oklahoma State University Bursar balance of \$\$ amount. To view your billing statement details online, use your O-Key Login or you must register with the Bursar site.

Click the following link to register or login to view your monthly billing statement: <http://bursar.okstate.edu/login.asp>.”

A **billing email address** may be added via SIS for your parent or guardian to receive the same email notification regarding the monthly billing statement.

# Billing Statement and Finance Charges

The Bursar Office provides a monthly electronic billing statement on the last business day of every month detailing charges and payments that occurred during that month. The statement notification will be emailed to students and parent (as long as the student has provided their parents email address on SIS) at the beginning of each month.

Payment is due upon receipt of the statement. Any balance that is unpaid after the 15th will be assessed a finance charge of 1.5% or an annual percentage yield of 19.56% when computed from the billing date.

If your bursar account becomes past due, finance charges are added, enrollment for future semesters is not allowed, and transcripts and diplomas are not released until the past due balance is paid in full. Payments on accounts are applied to oldest charges first; specified application of the payment is not allowed except for housing.

Checks for payments should include the student's name and CWID number to ensure accurate credit. If this information is not included, an employee will write this information on the check when a payment is made at the teller window.

Each semester, it is the student's responsibility to check their individual bursar account to verify that University-administered scholarships and waivers, as well as external scholarships, have been credited to their account.

# Bursar Charges

A student who enrolls at Oklahoma State University incurs a financial obligation. Listed below are the standard student bursar charges with brief explanations.

## Tuition

**Tuition and fee charges are subject to change based upon an annual review and approval by the Oklahoma State Regents for Higher Education, typically in June, for the upcoming academic year.**

In 2007, the State of Oklahoma signed into law allowing in-state, first-time, full-time students entering one of Oklahoma's 4 year universities the option to choose between the standard variable tuition rate subject to change each fall versus a locked tuition rate that will be guaranteed to remain the same for up to four (4) consecutive years.

**\*\*Per Oklahoma Regents for Higher Education policy, students who receive tuition waivers do NOT have the option of choosing the locked tuition rate. More information about tuition waivers and other forms of financial aid is available at <http://www.okstate.edu/finaid>.**

To learn more about the Tuition Lock Information, visit <http://newstudents.okstate.edu/lock>

***Resident tuition:*** charges incurred by in-state residents for each credit hour of course enrollment. The standard tuition rate structure varies according to the level of the course. Undergraduate division, graduate division, and Veterinary Medicine courses have different tuition rate structures.

***Non-Resident tuition:*** charges incurred by non-Oklahoma residents for each credit hour of course enrollment.

## Fees

Fees are implemented only after careful scrutiny, and always in an effort to contribute to the betterment and general welfare of the campus community, as well as the individual students. In fact, the process of implementing fees consists of a detailed request form that outlines why a new or increased fee is necessary, and exactly how the funds will be utilized. In addition, part of the approval process required by our OSU Regents and the Oklahoma State Regents for Higher Education, is to meet with various student organizations to explain and receive feedback on each potential new or increased fee. Interestingly, there are numerous fees that have been implemented and/or raised due to student-driven initiatives.

***Student Activity Fees:*** The activity fees provides partial support to such programs, services and organizations as the Student Government Association, Collegial Student Councils and related student organizations, Allied Arts, fine arts, athletics, intramural activities, sports clubs, minority student organizations, and the Student Activities Office. User's fees, other fund-raising activities, and in some cases, membership dues provide the remaining support to make these positive, constructive, and meaningful programs and services available to all students.

***Student Activity Fee-Athletic Bond:*** This fee provides funding for the renovation of the University athletic facilities.

***Advising and Assessment Fee:*** The assessment fee provides for skills assessment and the evaluation of students' capabilities at various stages of their academic careers, and to get feedback from students regarding their course work. This fee also supports the commitment to academic advising within each college to create a collaborative decision-making framework which students can identify and realize their educational goals. The goal is to preserve personalized advising services, reduce the advisor/student ratio in high demand areas and to develop advising technology such as degree audit systems to support an increased graduation rate. Support is also provided to students with career development, employment and internship services including expanding interview opportunities, placement preparation, and other programs related to success after graduation.

**Facility Fee:** Students regularly enrolled in the University are assessed facility, health, and activity fees that entitle them to use the Student Union, the Colvin Physical Education Center, and the Health Clinic, and the provide support for student governance, organizations and programs.

**Academic Facilities Fee:** This fee funds renovation, maintenance, and construction of classroom and other academic facilities necessary to support demands contemporary instruction.

**Academic Excellence Fee:** This fee provides for new faculty positions and/or help increase existing faculty salaries up to peer averages. In order for OSU to remain competitive and provide the best opportunities for growth and education for our students, it is imperative that we are able to recruit and retain outstanding faculty. Historically OSU faculty salaries have always been below our peer average. This trend became even more pronounced several years ago when higher education institutions in Oklahoma suffered multiple years of budget-cuts in state appropriated funds. While OSU strives to have a moderate raise program each year, to make up the affects of those budget-cut years, we dedicated additional funds to improving faculty salaries above and beyond our annual raise program, as well as adding faculty to improve our student-faculty ratio.

**Library Automation and Technology Fee:** The library automation and mainframe fee defrays the cost of equipment, software, and other aspects related to operating the on-line computerized library service. These fees protect student access to heavily-used electronic journals and on-demand information services despite escalating costs and the termination of services by outside library agencies.

**Health Service Fee:** The health service fee, which includes a fee for comprehensive health and pharmacy services. Health and pharmacy services are available to students enrolled in six or fewer hours per semester if the student chooses to pay the full fee.

**Academic Records Maintenance Fee:** The Records Maintenance Fee provides for basic graduation cost, maintenance of the academic record system, and issuance of official transcripts.

***Student Union Renovation Fee:*** The fee is used for renovations and enhancement to the union. This fee will benefit students and the campus for many years to come. Over the past years, students and administrators have recognized that the “quality of life” facilities provided by the 54-year-old Student Union have become outdated and do not support the type of campus life that today’s university students expect. Some examples include improvements to the following: availability of computer kiosks and wireless connectivity, food service seating space, product mix and service style of merchant shops, and mixes of quiet study and lounge space. These renovations include considerations to infrastructure (mechanical, electrical, plumbing, and structural) as well as to accessibility and traffic flow within the building and improved merchant space.

***University Technology Infrastructure Maintenance Fee:*** The technology fee provides for the maintenance of existing facilities, and the expansion and development of central and collegiate facilities, software, and multimedia capabilities. This fee also supports the IT infrastructure which is dedicated to covering increasing costs in multiple areas, including network and system infrastructure, hardware and software costs and communications. Priority is to upgrade system security in an effort to prohibit University computer networks from being susceptible to hackers.

***Consumable Materials:*** This fee per hour fee is charged for specific courses items that such as supplemental hand-out materials.

***Student Development Initiative:*** This fee is used to support student participation in orientation efforts which are linked to recruitment and retention of freshman as well as transfer students. Development and leadership opportunities for minority students is also provided by these resources. It is also used to support campus life to cover costs for the guest speakers series, Student Union programs, and Student Union Activity Board. The off-campus student organization initiatives such as Renter’s Fair, Renter’s Advisory Council, and the printing of a housing guide also receive an allocation from this fee.

***Energy Fee:*** This fee supports the rising utility costs projected for the academic buildings across campus.

**Daily O'Collegian Fee:** The fee supports the production and distribution of the newspaper, the Daily O'Collegian, which is an award-winning campus newspaper.

**Parking and Transit Fee:** The fee helps with maintenance and operations of the OSU Transportation Services.

**Life Safety and Security Fee:** The fee provides for the assessment and continued implementation of campus safety measures that includes the "Code Red" emergency notification communication system to notify students and staff via voice mail, email, or text messages should there be an emergency situation.

**New Student Orientation and Enrollment Fee:** This fee is used to fund employment of student orientation leaders, provide meals for participants, enhancement of promotional materials, development of student handbook for use during the program and as a reference afterward, video production, website development and maintenance, and printing.

**Health Risk Assessment Fee:** All new students are required to complete a physical examination. OSU Board of Regents' policy allows two options to satisfy this requirement: the student may complete a Health Risk Assessment furnished by OSU during the first semester; or the student may go to a physician of choice at his or her expense, have a physical exam, and submit the physical exam report to the Seretean Wellness Center. New students will automatically be billed for the Health Risk Assessment fee during the first semester of enrollment. Students exercising the second option will have the fee waived upon receipt of their physical exam forms at the Seretean Wellness Center by the eighth week of the semester.



## Optional Charges

**University Housing charges:** Single Student housing, University Apartments and Suites, and Board (meal plans) are charges that appear on your billing statement if you elect to live in campus housing. Oklahoma State University offers several room and board options. There may be some restrictions, so contact the Housing Office to provide specific information concerning different room and board options.

**Phone Charges:** Phone service and voice mail is available in the residence halls and apartments. The cost will vary upon usage.

**Bookstore Charges:** Oklahoma State University will allow currently enrolled students to charge their textbooks when the purchases are made at the OSU Student Union Bookstore. The charges will be billed to the student through the Bursar Office. It is important to purchase books and supplies prior to the beginning of the semester if you are receiving financial aid.

**Student Store:** OSU allows currently enrolled students to charge tee shirts, gifts and Clinique at the Student Store. The charges will be billed to the student through the Bursar Office.

**Parking Permits and Parking Fines:** There is an annual charge for Stillwater campus parking privileges. The type of permit issued will designate a general area where the student may park. Unauthorized parking in reserved areas, handicapped spaces, loading zones, or other restricted areas will result in fines. These permits and fines will be charged to the student's bursar account.

**Transit Fee:** Amount charged to bursar account when riding the Shuttle to and from Tulsa.

**University Health Services (UHS) Charges:** Students who use the Student Health Center and Pharmacy will be charged for these services on their bursar account.

***Athletic Tickets:*** Tickets are an optional charge which allows students to attend home OSU athletic events.

***Allied Arts and University Theater:*** Oklahoma State University brings performers and performances from around the world to Stillwater. An Allied Arts ticket from the OSU Theater Department will allow student access to these performances throughout the year. Ticket charges appear on your account.

## **Bursar Optional Charging Policy**

Oklahoma State University extends bursar optional charging privileges to students in order to facilitate use of campus based services. However, charging privileges can be revoked due to a past due account. The purpose of this policy is to help reduce student exposure to an unmanageable bursar balance and to maintain continuous enrollment at OSU by keeping the balance low enough to be paid off each semester.

An automatic hold is placed on a student's account with a past due balance of \$500 or greater; email notifications are sent. In order to reinstate charging privileges on campus, the account must be paid in full.

Payments are accepted in 113 Student Union by cash, cashier's check, money order. Payments by cashier check or money order may be mailed to the Office of the Bursar, P.O. Box 1583, Stillwater, OK 74076.

Credit Cards accepted are MasterCard, American Express, and Discover (a 2.5% convenience fee will be added to all credit card bursar payments).

Credit card payments are **ONLY** accepted online at **<http://prodosu.okstate.edu>**.

If there are extenuating circumstances, or you have documentation of scholarships or financial assistance for the current semester that has not yet applied to your account, please visit with the financial counselor located in 113 Student Union to re-instate your charging privileges.

# How to Make Payments and Meet Deadlines

The following are payment methods. Remember, payments on student bursar accounts should include the student CWID.

- **Checks, cashier's checks and money orders** are made payable to Oklahoma State University and must be payable through a U.S. bank. No postdated checks will be accepted. Payments are accepted in 113 Student Union or can be mailed to P.O. Box 1583, Stillwater, OK 74076.

When you send us a check as payment, you authorize us to clear your check electronically. This electronic transaction will appear on your bank statement although your check will not be presented to our financial institution or returned to you. Any resubmission due to insufficient funds may also occur electronically. You may mail your paper check to PO Box 1583, Stillwater, OK 74078, if you do not wish us to use this method. Please be aware that all checking transactions will remain secure and payment by check constitutes acceptance on these terms.

- **Web Check** payments can be made at <http://prodosu.okstate.edu>.
- **Cash** payments are accepted in 113 Student Union.
- **Credit Cards** accepted are MasterCard, American Express, and Discover (a 2.5% convenience fee will be added to all credit card bursar payments). Credit card payments are **ONLY** accepted online at <http://prodosu.okstate.edu>
- **E-Bill** is located on the Bursar website at <http://bursar.okstate.edu>. Students may create a guest user access for their parents to view the monthly bursar billing statement online and make payments.
- **Guest Payment** is located on the Bursar website at <http://prodosu.okstate.edu> for payments. The guest will need to know the amount to pay, the student's CWID, and student's birthday to successfully complete this transaction.

The payment is due upon receipt of the billing statement each month. Charges from your billing statement still unpaid after the 15th are subject to a 1.5% monthly finance charge or an APY of 19.56% when computed from the billing date.

# Consequences of Returned Checks

Returned checks can cause a serious problem for the person who issues the check. In the case of a returned check, your bursar account will be assessed a fee, as well as a finance charge, if applicable.

Any returned check, unpaid by your bank, will be charged back to your bursar account, with an additional \$25 charge. A returned check creates a flag on your bursar account, barring use of personal checks for the remainder of the semester, unless you receive special clearance from Bursar Debt Management. Any student who issues three bad checks is permanently barred from using personal checks at OSU.

If a returned check remains unpaid, the check may be referred to the District Attorney or an external collection agency for collection and will incur additional costs associated with collections.

## Financial and Exit Holds

**Financial Hold** - A Bursar financial hold is placed on a student's account whose balance is past due, barring enrollment in a subsequent semester. If you have a Bursar financial hold and cannot pay the balance due, you may see a Financial Counselor in 113 Student Union, Monday-Friday, 8:30 to 11:30 a.m. and 1:30 to 4:30 p.m., to work out a payment agreement.

**Exit Holds** - If you receive loans from OSU, you must complete an Exit Interview for Direct Subsidized and Unsubsidized Loans and Federal Perkins Loans before separating from the University. To complete exit counseling for your Direct Loans you can go online to <http://studentloans.gov/myDirectLoans/index.action> using your 4-digit PIN number from the Department of Education. A Debt Management Exit hold is placed on your account in the semester that you intend to graduate or if your enrollment falls below half-time. Once your exit is complete, the exit hold will be removed from your account. You can complete your Federal Perkins Loan exit interview online at <http://www.mapping-your-future.org>. You can complete your Health Profession and Murray Case Sells loan exit interviews in our office at 113 Student Union or call (405) 744-6447 to have the exit material mailed to you.

# OSU Payment Option Plan (OSUPOP)

The Bursar Office at OSU offers a Payment Option Plan, commonly referred to as the OSUPOP. With this plan, your anticipated charges are divided into equal installments. A worksheet on the application will help you **estimate** your expenses for the year or for one semester. To help calculate your estimated expenses use the Bursar tuition/fee estimator at <http://bursar.okstate.edu/tuitionestimate.asp>. To help determine on-campus room and board expenses go online to <http://www.reslife.okstate.edu>, click on the quick link - Hall Rates. Choose the room rate and meal plan based on where you requested to live. After the actual budget is established, any additional charges incurred will be your responsibility to pay unless the POP payments are increased.

Participation in the Payment Option Plan will be limited to currently admitted students for the academic year, excluding the summer session. If you are receiving financial aid, all aid will be applied to your account. You can then make payments on remaining out-of-pocket expenses. Early enrollment in this program is recommended, although you may still enroll at a later date during the open enrollment period.

Participation in the Payment Option Plan requires that an application be completed and submitted to the Bursar Office, along with the application fee and first payment. Applications can be picked up in 113 Student Union or online at <http://bursar.okstate.edu/forms.html>. Submit application and payment to P.O. Box 188, Stillwater, OK 74076.

Involvement in the OSUPOP requires an application fee but no finance charges will be assessed to your account as long as you make the required monthly payment by the 10th of each month.



## Special Billing to Third Parties

Some third parties providing scholarships and/or tuition funds require a bill mailed directly from the Bursar Office in 113 Student Union. The scholarship sponsor should provide a letter requesting us to bill the sponsor. The letter should include the name and address of the organization, what costs will be covered, dollar amount, and the semester(s) the award will cover. Authorization should include any other information to ensure proper billing. Students should check with the Bursar Office Scholarship area to verify that the processing has been completed and confirm any remaining balance owed not covered by the scholarship. The Bursar Office must be notified any time there is a change in amount of the award or the source/sponsor to be billed. If for any reason the University does not receive payment, the student will be responsible for the charges.

## Refunds on Overpaid Accounts

There are two methods for receiving a refund:

- *Direct Deposit*
- *Refund Check by Mail*

The Direct Deposit Program provides quicker delivery of your refund when your bursar account has been overpaid. If you participate in direct deposit, your refunds will transmit to your bank account within 48 hours after the credit becomes effective on your bursar account. The Direct Deposit Program is a service that is totally electronic, eliminating all manual processing steps. To sign up for Direct Deposit go online to **<http://bursar.okstate.edu/>** and click Bursar Login (on the left) and use your O-Key login to complete the Sign-Up information.

If you do not participate in the electronic Direct Deposit Program, your refund will be issued by check. Refund checks are mailed on a bi-weekly schedule to students' local addresses. The Bursar Office cannot cash these University-generated refund checks nor can they cash personal checks.

# Refund of Tuition & Fees

For course drops or complete withdrawal from the University, refunds during a regular semester (or proportional periods in other terms) will be as follows:

- *100% refund through the sixth class day (Monday of the second week of classes)*
- *50% refund during the remainder of the second week of classes*
- *0% refund after the second week of classes*

This policy is intended to increase the availability and student access to classes. For more information, please contact the Registrar Office at (405) 744-6876.

**Repayment regulations for complete withdrawal of Title IV Aid recipients.** Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds, such as Pell Grant, SEOG, Perkins Loan, etc.

All Title IV Aid recipients and the University will be required to return to the federal aid programs the amount of aid received in excess of the aid “earned” for the time period the student remained enrolled.

If Oklahoma State University returns funds to the Title IV programs, the student will owe OSU charges that were originally paid at the time of disbursement.

For questions regarding the amount you may owe, please contact the Financial Aid Office at (405) 744-6604.

## Financial Aid Awarded by OSU and Federal Programs

Students seeking financial assistance for payment of enrollment fees, tuition and educational expenses through federal, state, and institutional programs should contact the Office of Scholarships and Financial Aid located in 119 Student Union or call (405) 744-6604.

Students must apply annually and are encouraged to apply early for consideration for all available financial aid programs. Students should submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible. Contact the Financial Aid Office directly for additional information concerning application deadlines and summer financial aid.

Financial aid awards are posted to your bursar account the first night of class. If an aid application has been completed and aid does not appear on the billing statement, please contact the Financial Aid Office at (405) 744-6604 or contact the appropriate department if waivers are not reflected on your account.

***To restrict your financial aid (Title IV funds) to pay only current semester qualified educational charges on your account, you must complete the Title IV Fund Payment Authorization Form. If your parent is taking a Parent Loan, he/she must complete one as well. You may go online to <http://bursar.okstate.edu/forms.html> to print the forms. Submit signed forms to the Bursar Office in 113 Student Union.***

Federal Work-Study awards do not appear on your bursar account. The money is paid directly to the student as it is earned.

# Tuition Waivers and Scholarships

Tuition waivers are awarded by university offices or academic departments and authorized by the Office of Scholarships and Financial Aid. Waivers are credited against a student's tuition. Non-resident tuition waivers can be used to reduce a student's non-resident tuition up to the total amount awarded each semester. Tuition waivers cannot be used to pay enrollment fees or other charges on a student's account. Waivers cannot be converted into cash or held for another semester or academic year.

Non-OSU scholarship checks should be taken to the Bursar Office in 113 Student Union for processing.

The student is responsible for verifying that financial assistance has been posted to his/her account prior to the payment deadlines to avoid finance charges or other university sanctions.

## How to Update Your Address Information

Only you, the student, can update your bursar address information. You may complete a change of address for your local, permanent (home), and/or billing address in the Bursar Office, Registrar Office or Financial Aid Office. You may also go to your SIS account at **<http://prodosu.okstate.edu>** and make those changes online.

If you are employed by the university, you will need to update the Payroll system to correct your address information at Web for Employees online at <http://prodhosu.okstate.edu/>. If you have financial aid, you must inform the federal processor of an address change.

If you have Federal Perkins, Federal Health Professions or Murray Case Sells loans, you must contact the Debt Management section at (405) 744-6447 to update your loan billing address.

# Short-Term Emergency Loans

Short-term emergency loans for students are available through the Office of Scholarships and Financial Aid during the semester. A student can borrow up to \$300 to help pay unexpected non-university expenses. There is a \$10 processing fee for this loan. This processing fee will be deducted prior to releasing a check. The student must have a valid reason for the loan and a good repayment source. For more information contact the Financial Aid Office in 119 Student Union or call (405) 744-6604.

# Student ID Cards

OSU ID cards are issued by ID Services in 432 Student Union at the time of enrollment. Your OSU ID card is your key to the OSU campus. With your ID card, you can do several things on campus with ease and speed. Contact ID Services at (405) 744-8434 for questions regarding an OSU ID card or to report it lost or stolen.

Below are many of the great uses for the OSU ID card.

- ***Meal Plans*** - to purchase visit Student Union Dining Services
- ***Colvin Center access*** - to enjoy recreation at the Colvin Center
- ***Door access*** - to open access to restricted buildings and labs
- ***Library*** - to check out books and reference material

## Steps to Take Before Leaving OSU

**Graduation** - The semester you are planning to graduate, you must check with your college's student services office for an academic credit check. You must also submit a graduation check to the Registrar Office prior to graduation.

**Withdrawal** - You must officially withdraw from the University if you have registered for classes. You are not automatically withdrawn even if you do not attend classes. Unless you withdraw, failing grades are recorded for all of your courses and you may still owe full tuition and fees. Contact the Registrar Office in 324 Student Union for details concerning withdrawal.

**Exit Counseling** - If you have received loans from OSU during your stay, you must complete an Exit Interview for Direct Subsidized and Unsubsidized Loans and Federal Perkins Loans. To complete exit counseling for your Direct Loans you can go online to <https://studentloans.gov/myDirectLoan/index.action> using your 4-digit PIN number from the Department of Education. To complete the exit counseling for your Perkins Loan you can go online to <http://mapping-your-future.org>, to make an appointment in 113 Student Union or call (405) 744-6447.

**Failure to complete an Exit Interview will result in a hold being placed on your academic records, i.e., transcripts or diplomas.**

## OSU-Tulsa Campus

Oklahoma State University-Tulsa works in tandem with the Stillwater campus to fulfill the philosophy of "one university, multiple campuses." OSU-Tulsa offers more than 80 undergraduate and graduate degrees in a variety of important fields, including engineering, business, computer science, telecommunications management, education, aviation and much more. Junior, senior, and graduate credit may be earned at OSU-Tulsa.

OSU Shuttle service between Stillwater and Tulsa is available for students attending either the Stillwater campus or the Tulsa campus.

Contact the Stillwater or Tulsa Shuttle Office for ticket prices for service each way. Shuttle charges are billed to your bursar account. To make reservations, please call (918) 594-8334 or (405) 744-7100.

To contact the Bursar Office in Tulsa, please call (918) 594-8320. Their address is 700 North Greenwood, Tulsa, OK 74106.

## **NOC-OSU Gateway Program**


Students who have applied for freshman admission to OSU but do not meet current admission requirements do qualify for admission to the NOC-OSU Gateway Program located at Northern Oklahoma College's Stillwater campus. Graduates of accrediting high schools or other students whose high school class has graduated are eligible for admission to this program. The ACT is required for all applicants under 21 years of age. Applicants over 21 are not required to take the ACT but will be required to take placement tests in English, reading, and/or math. In addition to meeting NOC standard admission requirements, international applicants are required to provide a financial guarantee and demonstrate English proficiency.

Students admitted into the NOC-OSU Gateway Program must earn twenty-four (24) hours of college level credit through the program with a 2.25 minimum grade-point average. Gateway students are encouraged to work closely with OSU admissions personnel to ensure that they meet all admission requirements of the university.

Northern Oklahoma College offers a variety of courses for transfer to Oklahoma State University. Gateway courses transfer as a equivalent to specific OSU courses and meet general education requirements just as they would if taken at OSU. The availability of transfer guides, degree requirement sheets, and ready access to NOC and OSU academic advising offices help to ensure that Gateway students choose courses that apply to their eventual OSU degree.

# 1098-T Forms

OSU provides information needed to complete tax returns on the 1098-T form. The amounts included on the 1098-T form have been transmitted to the IRS as required by federal reporting regulations. As a courtesy, Oklahoma State University summarizes IRS defined 'qualified tuition and fees', off-setting scholarships, personal payments, student loans, and interest paid for the tax year. The purpose of the summary is to provide financial information that may help you determine possible tax credits. In reviewing the bursar billing statement there are several fees that are excluded in calculating amounts reported on the 1098-T. These fees are Health Service, Transportation Service, Student Activity-athletic, Daily O'Collegian, Health Risk Assessment, and OSU-Tulsa Parking fees. You may access your 1098-T at <http://bursar.okstate.edu>

Printable Version

**Account #:** 00000000  
PISTOL PETE  
123 UNIVERSITY  
STILLWATER, OK 74078

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For period beginning January 1, 2006 and ending December 31, 2006

<b>Graduate Student:</b>	No
<b>Half-Time or Greater:</b>	Yes
<b>Tuition/Fees:</b>	\$1,000.00
<b>Scholarships:</b>	-\$500.00
<b>Loans:</b>	-\$250.00
<b>Payments:</b>	-\$560.00

TOTAL amount of interest paid for 2006: \$22.65

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[View another Tax Year](#) | [Bursar Menu](#) | [Logout](#)

## Alternative Loans

Alternative Loans may be considered when a student has exhausted all other options for financing their education. Alternative Loans help bridge the gap between the actual cost of education and the limited assistance through federal programs. These loans typically have higher interest rates and fees associated with them than federal loans.

It is highly recommend that students apply for financial aid using the Free Application for Federal Student Aid (FAFSA) prior to seeking an Alternative Loan option. However, Alternative Loans can be used in place of federal aid due to circumstance such as loss of federal financial aid eligibility, to pay past balances, or when parents desire repayment options not available through the Parent Loan Program.

## Applying for Scholarships

Students should not overlook scholarship opportunities within their community. Often there are scholarships available through community-based organizations (i.e. Lion's Club, Rotary, Elks, etc.) as well as through churches, schools, and local businesses/employers. There are also many scholarships available on the web. It is very important to apply early and check for scholarship deadlines.

OSU offers scholarships through the Admissions packet when a student enters their freshman/transfer year. Once a student completes their first year at OSU, there is a scholarship for continuing and re-admitted undergraduates. Scholarships are also available through a student's academic department. For more information visit the financial aid website at [http://www.okstate.edu/finaid/scholarships/guide\\_to\\_schol.html](http://www.okstate.edu/finaid/scholarships/guide_to_schol.html).

# Student Financial Responsibility Statement

Oklahoma State University corresponds electronically with students using the O-Key University email address. I understand 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 correspondence is received.

- I understand 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 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 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 in the event I have a return check on my account I will be charged a \$25 return check fee. I understand I am responsible for all dishonored payments which have been presented on my behalf.
- I understand financial aid funds automatically pay all charges on my bursar account unless I restrict my Title IV funds to only pay tuition/fees, housing/meals, and books by completing the bursar form.
- 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 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 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 15<sup>th</sup> 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 if I have a past due balance I will lose my charging privilege on campus. This does not affect a meal plan unless the allocated amount is used.
- It is my responsibility to know the University's drop and withdraw policy including deadlines. It is also my responsible 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 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 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 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 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).

# Managing College Expenses

College is a time for fun, freedom, and new experiences. It can also mean a change in how a student lives. Many students go from living at home with most of their expenses paid by their parents to making their own financial decisions. It is no wonder money seems to slip quickly away and it is a struggle to make ends meet at the end of the month. It is crucial for students to learn how to budget money now. At times, budgeting can be a hard lesson to learn and could impact future goals.

The first step to becoming financially independent is being able to live within our means. To manage money, a student must identify what costs will be incurred. These costs can be broken down into two categories: fixed and variable. Fixed costs can include tuition/fees, rent, board (meal plan), car payments, insurance, and parking permits. Variable costs can include, but not limited to, entertainment, gasoline, food, utilities, hygiene necessities, clothes, books, and phone.

Once the costs have been determined, the student must identify the sources of income to cover the costs. It may be from employment, allowance from parents, or financial aid (grants, loans, work-study, and scholarships). If the student's estimated expenses exceed their estimated income, they must identify ways to reduce their expenses or increase their income. The best way to recognize potential problems is to develop a budget to keep track of expenses and income. Listed below are 5 steps to manage a budget:

- ◆ Know what's important (needs vs. wants)
- ◆ Set goals
- ◆ Know income and expenses
- ◆ Make a spending plan
- ◆ Stick to the plan!!!!!!

A worksheet is available on the next page for students to develop their own college budget.

# Budget Worksheet

	Budgeted	Actual	Difference
<b>INCOME</b>			
Grants			
Scholarships			
Loans			
Job (your income)			
Allowance from Parents			
Other Income			
<b>Total Income</b>			
<b>ACADEMIC EXPENSES/BURSAR BILL</b>			
Tuition & Fees			
Books & Supplies			
Miscellaneous Expenses			
<b>LIVING/PERSONAL EXPENSES</b>			
Rent/ Campus Housing			
Utilities (water, electric, gas)			
TV (cable, dish, etc.)			
Insurance (health, auto, rental, etc.)			
Food (meal plan & other meals not on meal plan)			
Loan Payments			
Personal (toiletries, hair care, makeup, etc.)			
Entertainment (movies, movie rental, clubs, etc.)			
Clothing & Shoes			
Credit Card Payment			
Other Living/Personal Expenses			
<b>TRANSPORTATION/TRAVEL EXPENSES</b>			
Car Payment			
Car Repair			
Gasoline			
Other Transportation (plane ticket home, etc.)			
Travel (vacations, away football games, etc.)			
Parking (permit, tickets)			
<b>COMMUNICATIONS/COMPUTERS/ELECTRONICS</b>			
Phone & Cell Phone			
Internet Service			
Printer/Software (games, ink, paper)			
Other Electronics (ipods, PDA's, etc.)			
<b>Total Expenses</b>			
<b>Income - Expenses = Net</b>			

# Helpful Hints and Miscellaneous Information

- To avoid long lines at the Bursar Office be aware of approaching deadlines. If possible, make your payments before deadlines by paying on the web, mailing your payments early, or using the payment drop box at 113 Student Union.
- Student Information Systems (SIS) provides a daily summary of your student account information online at <http://prodosu.okstate.edu>.
- Itemized Bursar billing information is available at <http://bursar.okstate.edu> for previous month charges.
- People looking for part-time employment may contact the OSU Career Services Office in 360 Student Union. For full-time employment you may contact Human Resources in 106 Whitehurst. Or you can access their websites under <http://pio.okstate.edu>.
- Students may obtain a Free Application for Federal Student Aid (FAFSA) in 119 Student Union or can apply online at <http://www.fafsa.ed.gov>.
- To complete your entrance counseling for Federal Direct Student Loans go online to <https://studentloans.gov/myDirectLoan/index.action>.
- To complete your master promissory note for Federal Direct Student Loans go online to <https://studentloans.gov/myDirectLoan/index.action>.
- You may obtain Bursar forms online at <http://bursar.okstate.edu/forms.html>.
- To request your PIN to use for your electronic signature for the FAFSA, master promissory note, and exit counseling go online to <http://www.pin.ed.gov>.

## Quick References

Directions to Stillwater are located at the OSU Visitors Website at <http://osu.okstate.edu/visitors> for detailed directions from the Tulsa or Oklahoma City area and view an interactive campus map.

Visitor parking on campus is limited, as there are no specific parking lots. To avoid parking fines, visitors can park in the Student Union Parking Garage. You may obtain a free temporary permit by contacting Parking Services at (405) 744-6525.

Check out the following websites to get a map of Stillwater and information on restaurants, local events, festivals, recreational and cultural activities. Be sure and contact the Stillwater Convention & Visitors Bureau at <http://www.visitstillwater.org/> or the City of Stillwater at [www.stillwater.org](http://www.stillwater.org) if you need any additional information in planning your visit. If you are coming to Oklahoma from out of state, you might wish to visit the Oklahoma State Department of Tourism website at [www.travelok.com](http://www.travelok.com) to see what Oklahoma has to offer.

### Important References

Office of the Bursar's Website: [bursar.okstate.edu](http://bursar.okstate.edu)

Email: [bursar@okstate.edu](mailto:bursar@okstate.edu)

Oklahoma State University Website: <http://pio.okstate.edu>

Bursar	405-744-5993
Undergraduate Admissions	405-744-5358
Registrar	405-744-6876
New Student Orientation & Enrollment	405-744-3636
Scholarships/Financial Aid	405-744-6604
Residential Life	405-744-5592
Graduate College	405-744-6368
Library	405-744-9729
University Health Services	405-744-7665
University Police	405-744-6523
Student Union Bookstore	405-744-5237
University Dining Services	405-744-4920
OSU-Tulsa	918-594-8320



# Bursar Office

113 Student Union  
Stillwater, OK 74078  
405-744-5993  
Fax 405-744-8098  
Email: [bursar@okstate.edu](mailto:bursar@okstate.edu)  
Website: [bursar.okstate.edu](http://bursar.okstate.edu)