

Oklahoma State University

Payment Option Plan Application and Agreement

Student Information

(please print clearly)

CWID:

Name

Address

City State Zip

Phone-Home School

Cell Phone Email

Designated OSU POP Payer

Name

Home address

City State Zip

Phone-Home Work

Billing email

Highly Recommended

Estimated Expenses

Check Annual (both semesters) 1 Semester

POP estimated total amount from worksheet \$

Monthly payment (divided by number of
months in plan) Start End \$

Application Fee (non-refundable) \$40/yr; \$25/sem \$

Total Amount Enclosed \$

Make checks payable to OSU POP. All payments must be sent to the address indicated on this brochure. **Keep copy of application for your records.**

I, the student, understand that I will be receiving notifications of actual charges on my account and **I am responsible to have my account paid by the end of the agreement term.** By signing below, I acknowledge I have read and will be required to follow the Terms and Conditions of the OSU POP as set forth in the program. I understand that this application is a legally binding agreement between me, the student, and Oklahoma State University. I also understand that if I fail to make my payments as agreed, I will not be allowed to enroll in future semesters and a hold will be placed on my academic records. I give permission to release my bursar account information to my parents/legal guardian and I am allowing my Title IV funds to pay all charges on my account when applicable.

Student Signature Date

Designated OSU POP Payer Signature Date

Calculating Your University Cost Worksheet

Use an **estimate** unless actual amounts are known. To calculate tuition/fees online: bursar.okstate.edu and for room/board: www.reslife.okstate.edu/click on housing.

Expenses

Tuition/Fees \$

Room/Board \$

Books/Supplies \$

Misc. Expenses \$

Total Expenses \$

Credits

State & Federal Grants \$

Loans (deduct 3% fee) \$

Scholarships \$

Other Credits \$

Total Credits \$

Estimated Cost

Total Amount \$

(Total Expenses less Total Credits)

Monthly Payment Amount \$

(Total amount divided by number of months in plan)

Starting Month Ending Month

Enter these amounts on your application.

Terms & Conditions

Complete enrollment by returning the signed application along with the application fee. Payments are due by the 10th of each month and are credited directly to the student's account. Refunds to participants will be handled through normal University refund procedures.

The application fee is **non-refundable**. An additional late fee of \$25.00 will be assessed if the total monthly payment is not paid in full by the end of the term or if the payment plan is terminated due to failure to pay an installment within 20 days of the due date.

The University will also assess a \$25.00 service charge against your account for any payment returned for insufficient funds.

Failure to pay an installment within 10 days of the due date may result in termination from the program. Your bursar balance is due in full; finance charges, enrollment/academic and charging privilege holds are reinstated.

OSU POP Automatic Bursar Bill Payment

Student's Name

Date Begin Deduction

Date Stop Deduction (optional)

Student CWID

\$

Amount to withdraw

Draft will be the 10th of the month

CHECKING ACCOUNT INFORMATION

Checking automatic pay forms received after the 10th will begin the following month

Please attach voided check to form

Please indicate above the month you would like your automatic payment to begin and end. Also indicate the amount you would like withdrawn each time.

I authorize the Bursar Office to electronically debit my checking account per this agreement. I understand it is my responsibility to ensure sufficient funds are available in my bank account to cover my installment. I further understand if the electronic debit to my bank account has insufficient funds, a deduction shall not be made and a \$25.00 return item fee will be applied to my account. I also understand it is my responsibility to inform the Bursar Office if my bank account has been closed, or my account number has been changed.

I also authorize OSU to initiate any correcting adjusting entries to my bank account. This authority is to remain in effect until OSU has received written notification from me of its termination in such time and manner as to afford OSU and the banking facility a reasonable opportunity to act. OSU requires 30 days to change banking facility information.

Signature

Date Phone Number



OSU Payment Option Plan

Oklahoma State University Bursar Office offers you the OSU Payment Option Plan (OSU POP) as a substitute to a traditional lump sum payment. It is our goal to meet the needs of students and parents by offering alternative payment options.

The OSU POP allows you to make monthly payments on University-billed expenses. You can plan your **estimated** expenses by using the worksheet in this brochure. This worksheet allows you the ability to plan your expenses to best fit your individual needs.

It is your responsibility to notify OSU to increase your budgeted amount if additional charges are incurred after your monthly POP payments are calculated.

Monitor your bursar account at <http://bursar.okstate.edu>.

OSU POP provides all of the benefits of a monthly payment plan without charging interest. By making monthly payments affordable, the OSU POP helps you avoid accumulating additional debt.

The only cost is an application fee of \$40.00 for the annual plan or \$25.00 for the semester plan to cover administrative expenses.

The OSU POP application is available online at: <http://bursar.okstate.edu/forms.html>

Carefully read the Terms and Conditions before enrolling in this payment program.

How to Apply

Determine the amount of your expenses to plan for equal monthly payments by using the OSU POP worksheet.

Complete the application, detach and return to our office **along with the application fee.**

Payments should be made payable to OSU POP:

Mail checks to:

OSU POP
Office of the Bursar
P.O. Box 188
Stillwater, OK 74076

Credit card payments:

Online: <http://prodosu.okstate.edu>

OSU provides you with a welcome letter and payment coupons unless you completed the automatic payment section on the application. **PAYMENTS ARE DUE BY THE 10TH OF EACH MONTH.**

PLEASE KEEP A COPY OF THE OSU POP APPLICATION FOR YOUR RECORDS.

Enrollment in the OSU POP

If you would like to take full advantage of this program, you are encouraged to make application by Junelst or earlier. **LATER ENROLLMENT IN THIS PROGRAM WILL INCREASE YOUR MONTHLY PAYMENT AMOUNTS SINCE FEWER MONTHS WOULD BE AVAILABLE.** The OSU POP will end in May.

PREFERRED PAYMENT SCHEDULE

Application Date Number of Monthly Payments

<u>Fall / Spring</u>	<u>Annual</u>	<u>Semester</u>
June 10 / Dec 10	12	6

OKLAHOMA STATE UNIVERSITY

Payment Option Plan POP



113 Student Union
Stillwater, OK 74078
405-744-5993
Fax 405-744-4984
Email: bursarpop@okstate.edu
[Http://bursar.okstate.edu/forms.html](http://bursar.okstate.edu/forms.html)