



**ORIENTATION**

**AND ENROLLMENT**

**W E L C O M E**





# ORIENTATION AND ENROLLMENT

## OFFICE OF THE BURSAR

113 Student Union  
405-744-5993

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





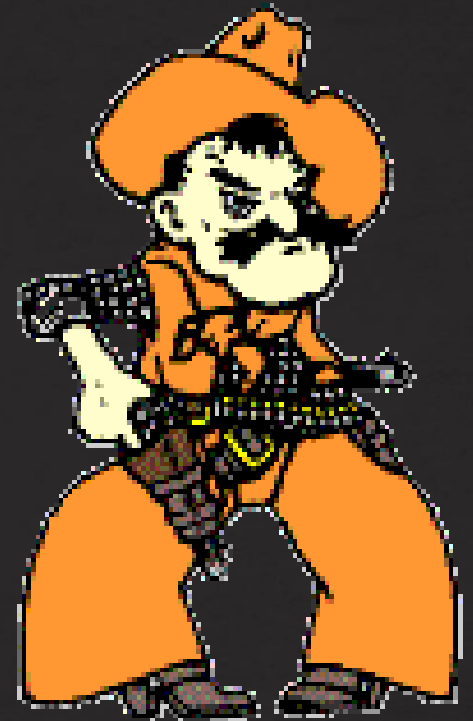
# ORIENTATION AND ENROLLMENT

## Centralized billing office for the University

### We bill for:

- Tuition/Fees
- Housing
- Meal Plan
- Student Health
- Books *\*Including: Inclusive Access Online Books/Materials*
- Parking Permits
- Athletic Tickets
- Other charges

All charges and credits go through our office including refunds of any overpayments on students' bursar account.





# ORIENTATION AND ENROLLMENT

## 5 THINGS TO KNOW TODAY

- Billing Due Date
- Payment Plan
- Authorized User
- Refunds
- Title IV Authorization





# ORIENTATION AND ENROLLMENT

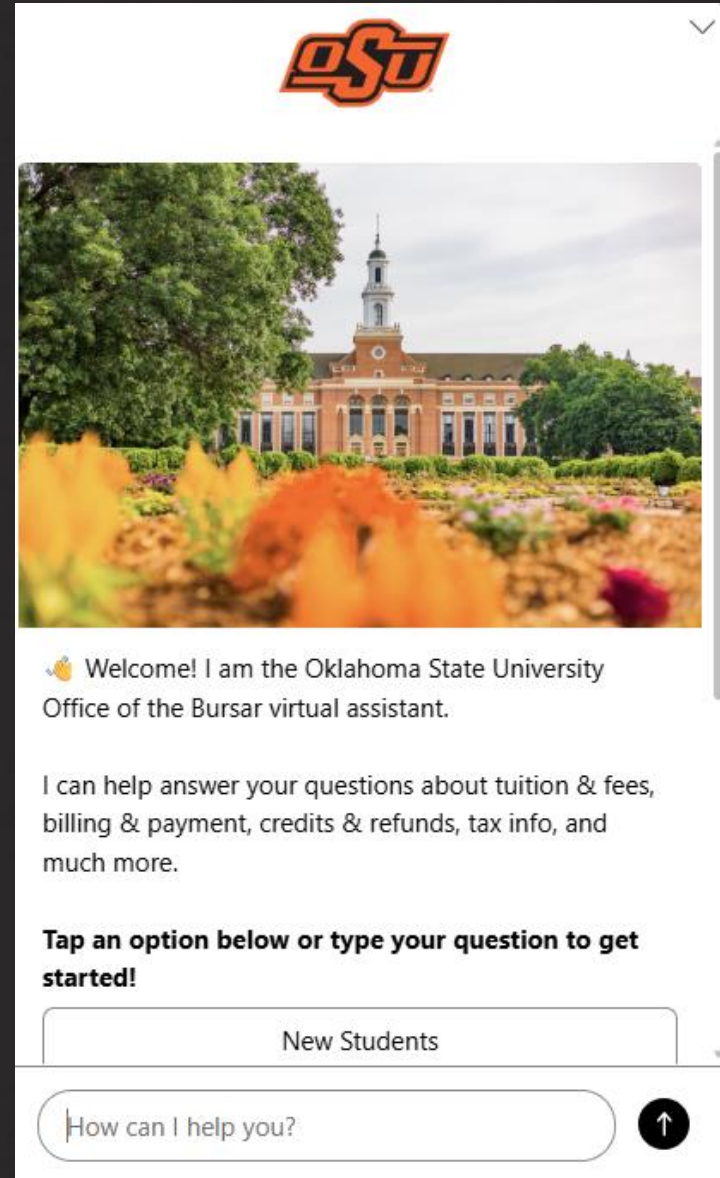
## Have a question? Get answers—fast!

Our new Bursar chatbot is here to help students and families 24/7 with common questions about:

- Billing statements & account activity
- Payment plans & due dates
- Financial holds & enrollment impacts
- Refunds & direct deposit setup
- General bursar processes

### Getting started is easy:

- 👉 Visit: [bursar.okstate.edu](https://bursar.okstate.edu)
- 👉 Click **"Have a Question?"**
- 👉 Start chatting instantly!





# ORIENTATION AND ENROLLMENT

## FINANCIAL RESPONSIBILITY CONTRACT

- Students will consent to the Financial Responsibility contract when logging into O-Key.
- Entire contract is on the bursar website ([bursar.okstate.edu](http://bursar.okstate.edu)).
- Enrollment at Oklahoma State University constitutes a contractual financial obligation to pay tuition and fees for enrolled classes.
- Account information can only be released to the student. It is the student's responsibility to notify parent/guardian of account balance and/or designate as Authorized User.
- If registration is not dropped, students remain financially responsible for the tuition and fee charges



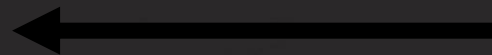
# ORIENTATION AND ENROLLMENT

## AUTHORIZED USER & VIEWING BILLING STATEMENTS

The screenshot shows the myOKSTATE portal interface. At the top, there are navigation tabs for Home, Finance, and Employee. Below the tabs, the page is divided into several sections:

- Welcome/Instructions:** A message welcoming new Banner users and providing contact information for the helpdesk.
- Applications:** A grid of icons for Self Service, Online Classroom, Office 365, Cowboy Mail, O-Key, Star System, and Orange Mail.
- Quick Links:** A list of links including Dining Services, Campus Maps, Parking and Transit, Safety Resources, Directory, Events Calendar, Academic Calendar, Hire OSU Grads, **OSU Stillwater/Tulsa Bursar Account** (highlighted with an orange box), and Online Classroom (prior to Fall 2016).

- Parents and guardians have access to student billing information online ONLY if listed as an “Authorized User.”
  - Authorized User access - [bursar.okstate.edu](https://bursar.okstate.edu)
  - Student - access by logging in at [my.okstate.edu](https://my.okstate.edu) and selecting “OSU Stillwater/Tulsa Bursar Account” under the Quick Links section.





# ORIENTATION AND ENROLLMENT

## Announcement

### Welcome to your OSU Account Center!

Here you can enroll in a semester monthly payment plan, view your bursar account activity, billing statements, 1098-T form, as well as make payments and store payment profiles. Complete the plan enrollment PRIOR to making a payment. In addition, you can set up others such as your parents or guardians to access your payment option plan information and make payments on your account.

Visit the [OSU Bursar Office](#) website for information regarding:

- College costs
- Fee descriptions
- Refund policies
- Financial Responsibility Contract
- Payment and Collection policies

Learn more about tuition insurance [click here](#).

Please select payment option

Select Option

### Student Account

ID:

**Balance**

**\$5,078.30**

### Statements



Click the button to view your current account balance and details.

**Your latest eBill Statement**  
**(4/1/25) Statement : \$5,003.25**

**Your latest 1098-T Tax statement**  
**2024 1098-T Statement**

## My Profile Setup



Authorized Users



Personal Profile



Security Settings



Consents and Agreements



Electronic Refunds



Auto Bill Pay



# ORIENTATION AND ENROLLMENT



Logged in as:  | [Logout](#) ↗

- [Home](#)
- [My Account](#)
- [Make Payment](#)
- [Payment Plans](#)
- [Deposits](#)
- [Refunds](#)
- [Help](#)
- [My Profile](#)

## Authorized Users

[Authorized Users](#)

[Add Authorized User](#)

**ENTER AUTHORIZED USERS EMAIL ADDRESS AND ANSWER "YES"**

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes  No

Would you like to allow this person to view your 1098-T tax statement?

Yes  No

Would you like to allow this person to view your payment history and account activity?

Yes  No

[Cancel](#)

[Continue](#)



# ORIENTATION AND ENROLLMENT

## BILLING INFORMATION & EMAIL NOTIFICATION

- Billing notifications are sent to the student's Oklahoma State e-mail account and designated Authorized Users.
- Bills available:
  - Online at [my.okstate.edu](http://my.okstate.edu) click on OSU Stillwater/Tulsa Bursar Account under Quick Links.
  - Authorized users access link is located on [bursar.okstate.edu](http://bursar.okstate.edu) under Billing & Payment
- NO Paper bills
- Billing Email Notifications sent monthly:
  - Fall: First notification sent Sept. 1<sup>st</sup> and due no later than Sept. 15<sup>th</sup>
  - Spring: First notification sent Feb. 1<sup>st</sup> and due no later than Feb. 15<sup>th</sup>



# ORIENTATION AND ENROLLMENT



## BILLING NOTIFICATION EXAMPLE

OSU understands there may be instances you could encounter financial difficulties. We are here to help and encourage you to reach out to discuss options by emailing [bursar@okstate.edu](mailto:bursar@okstate.edu).

View your new monthly bursar statement, account activity, enroll in the semester payment plan, set up a direct deposit refund profile, and authorized user:

- <https://my.okstate.edu/>
- Under Quick Links
- Click OSU Stillwater/Tulsa Bursar Account

Update Address Information in Self Service:

- <https://my.okstate.edu/> portal
- Click the Self Service icon
- From the Personal Information tab
- Click Update Address and Phone

Payment in full is due by the 15th of the month unless you are enrolled in the payment plan. Past due accounts accrue a penalty at the rate of 1.5% monthly (19.56% APY) and incur enrollment holds.

To help manage your financial obligations, OSU offers a semester based monthly payment plan. As an alternative to a lump-sum payment, you may set up a payment plan starting May 22nd. Your first installment payment is required when enrolling in the plan. Authorized Users or students can enroll in the plan via the portal by clicking OSU Stillwater/Tulsa Bursar Account under Quick Links; then click on the Payment Plan tab and follow the instructions. There is a \$25.00 fee to participate in the semester payment plan, however, there are no finance charges assessed and no enrollment holds if payments are made as promised. Please remember to enroll each semester to participate in the plan.

**Payment Plan participants:** installment payment notifications are sent in separate emails. The amount due below includes the anticipated installment payments scheduled and may indicate -0- amount due. The amount due is the current billed balance less the scheduled installment payments. Log in and click on eBill Statements to see the current billed balance.

A 3% convenience fee is added to all credit card bursar account payments. Credit card payments may only be made online. To avoid the convenience fee, you may consider several other options such as:

\* Online by Web Check/ACH

\* Mail checks, cashier checks or money orders to:

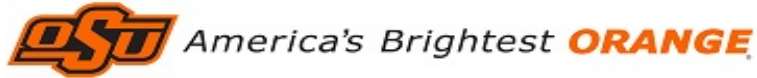
OSU Office of the Bursar

PO BOX 269038

Oklahoma City, Ok 73126-9038



# ORIENTATION AND ENROLLMENT



STATEMENT DATE	DUE DATE	AMOUNT DUE
06/01/2023	06/15/2023	\$0.00

Question?  
405-744-5993  
[bursar@okstate.edu](mailto:bursar@okstate.edu)

Mail Payments To:  
Oklahoma State University  
Office of the Bursar  
PO Box 269038  
Oklahoma City, OK 73126-9038

Student ID: A

Pay Online:  
[Click To Make Payment](#)

## Account Statement

DATE	DESCRIPTION	CHARGES	CREDITS
	* PREVIOUS BILLED BALANCE *	\$ 1,121.47	
	- CURRENT CHARGES -		
05/15/2023	ED Grad On-line Pgm NRes Rate	\$ 1,717.65	
05/25/2023	Payment Plan Enrollment	\$ 25.00	
	- CURRENT PAYMENTS -		
05/15/2023	ACH On-Line Payment		\$ 1,121.47
05/25/2023	ACH On-Line Payment		\$ 580.83
	* CURRENT BILLED BALANCE *	\$ 1,161.82	
	- MEMO ITEMS -		
06/01/2023	Installment Summer 2023 - Requ		\$ 580.91
06/01/2023	Installment Summer 2023 - Requ		\$ 580.91
	**** MEMO BALANCE ****		\$ 1,161.82

PAST DUE	PREVIOUS BALANCE	TOTAL AMOUNT DUE
\$0.00	\$1,121.47	\$0.00

Accounts not paid by the due date, unless enrolled in the monthly payment plan are subject to the following: Finance Charges, computed at a periodic monthly rate of 1.5% per month overall (an APY of 19.56% when computed from the billing date), are assessed on any unpaid billed balance.


\*Note: If enrolled in the payment plan – pay according to the memo items as per below – not based on amount due due





# ORIENTATION AND ENROLLMENT


## How to Make a Payment


Click on Make Payment, select payment option, date and payment amount can be changed, click add then continue

 Amount

 Method

 Confirmation

 Receipt

Payment Date:  

### Select Payment Option

**Current Account Balance**  
\$3,550.51

**Current Statement Amount**  
\$6,944.59

### Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$3,550.51    \$

### Personal Note

Enter a brief payment note

Payment Total \$0.00

[Continue](#)



# ORIENTATION AND ENROLLMENT

## Direct Deposit Refunds

- Log into [my.okstate.edu](https://my.okstate.edu)
- Under Quick Links, click OSU Stillwater/Tulsa Bursar Account.
- Select the eRefund or Refunds tab at the top.
- Under 'Current Refund Method,' click Set Up Account. Choose an existing account or enter new banking details, then continue and agree to terms.
- Verify with the two-step passcode (Duo Mobile) sent to you.
- Refunds process nightly and deposit in 24-48 hours—faster than checks!



# ORIENTATION AND ENROLLMENT

## Parent PLUS Direct Deposit Refunds

- Two emails will be sent to the email address of the Parent borrower for the Parent PLUS Loan.
- Please follow the instructions provided in Both emails generated by the System. Type the User Name and Password as shown to correctly verify to the System this account belongs to you the
- Parent. **Do not use the user name/password that your student set up prior as authorized user –This information does NOT tie to the Parent Plus refund profile in the system.** The only parent that can set up refunds is the parent/borrower of the loan. This process must be completed **in full within 24 hours.**
- If you did not receive a Second email with temporary password, please contact the Bursar office for a new email to be sent to you!



# ORIENTATION AND ENROLLMENT

## TRADITIONAL PAYMENT and PAYMENT PLAN

- **Traditional Payment**
  - 1<sup>st</sup> bill available September/February
  - 100% of all charges are due prior to the 15<sup>th</sup>
- **Payment Option Plan (POP)**
  - Monthly payment plan (semester-based)
  - 1<sup>st</sup> payment due at enrollment into plan
  - Enrollment fee of \$25/semester
  - No finance charges
  - No enrollment holds
  - Available online at [my.okstate.edu](http://my.okstate.edu) by selecting "OSU Stillwater/Tulsa Bursar Account" or through a link sent to the Authorized User at the beginning of each semester





# ORIENTATION AND ENROLLMENT

## CONSEQUENCES

- Failure to pay an account by the due date will result in finance charges & enrollment holds
- If you are on the Payment plan and payments are not current, the benefits associated with the plan are lost and enrollment holds will be placed
- Charging privilege holds are placed on the student's account with a past due balance.
  - This does not affect a student's meal plan as long as money is available on the plan
- Email notifications are sent when a hold is placed on the student's account.



# ORIENTATION AND ENROLLMENT

## REFUNDS FOR CREDIT BALANCE

- **Direct Deposit-** Complete online through [my.okstate.edu](http://my.okstate.edu), click OSU Stillwater/Tulsa Bursar Account
  - **Click My Payment Profile**
    - Enter payment method and check box for refund options
    - Set as your preferred payment method.
  - **Click Send Code.** A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.
    - Refunds processed nightly and deposited directly into your bank account within 24-48 hours
  - **Parent Plus Refund for Direct Deposit (via Authorized User link)**
    - My profile
    - Payment profile
    - Enter banking information
    - Check "Use for Refunds"
- **Refund Check**
  - Paper checks are generated weekly
- **Note:**
  - Direct deposit refunds begin the 2<sup>nd</sup> day after disbursement
  - Students may have charges after the refund is issued – please check bursar balance
  - Email notification is sent when a refund is processed



# ORIENTATION AND ENROLLMENT

## TITLE IV AUTHORIZATION

The U.S. Department of Education requires OSU to obtain authorization to pay all charges on the bursar account.

- Accept question 1 on your online financial aid tab to pay all charges on the account.
- Accept question 2 if you allow OSU to apply Title IV financial aid to pay prior year charges up to \$200.
- **If declined, will only pay allowable charges, which could result in a refund but still have a balance due to the University.**
- Parent's must accept Title IV form which is available on bursar website under forms.





# ORIENTATION AND ENROLLMENT

## THIRD-PARTY SCHOLARSHIPS and BILLING

Contact: Hollie Taylor or Steven Prudhomme  
113 Student Union

Third-Party Scholarships will be applied to the current academic term

Third-Party Billing Application can be found at [bursar.okstate.edu](http://bursar.okstate.edu) under "forms"

Payments should be mailed to:  
OSU Bursar – Scholarships  
PO Box 25848  
Oklahoma City, OK 73125-0848





# ORIENTATION AND ENROLLMENT

## Proxy Access

Proxy Access Management Form GPAPRXY 9.3.3 (PROD) (OSU)

ID: A100

**PROXY ACCESS MANAGEMENT**

**Proxy Information**

Name	<input type="text"/>	Email	<input type="text"/>
Relationship	Other	Stop Date	12/13/2022
Proxy Desc	<input type="text"/>	PIN Expire Date	07/05/2021
Start Date:	12/14/2017	Passphrase:	<input type="text"/>
PIN Disabled	N		

1 of 1 Per Page

**Page Authorization List** | Access List | Communication Log

**AUTHORIZATIONS**

Module	Auth Ind	Menu Text	Page URL
Other Access	<input type="checkbox"/>	University officials may discuss all education records with Proxy	zwgklink.P_REDIRECT_TO_
Other Access	<input type="checkbox"/>	Registration Status	bwskrsta.P_RegsStatusDisp
Other Access	<input type="checkbox"/>	View Holds	bwskoacc.P_ViewHold
Other Access	<input type="checkbox"/>	Concise Student Schedule	bwskrse.P_CrseSchdDetl



# ORIENTATION AND ENROLLMENT

## HERE TO HELP



Financial Counselor available:

- Monday thru Friday
- 9:00am-11:30am & 1:30pm-4:30pm

Visit with a counselor early in the semester to help with any financial concerns. This helps prevent a delay in future enrollment.

Visit the bursar website ([bursar.okstate.edu](http://bursar.okstate.edu)) for additional information.



# ORIENTATION AND ENROLLMENT

## THINGS TO DO NOW

- ✓ Direct Deposit Sign-Up
  - Set up the account you wish to receive refunds
- ✓ Add an Authorized User
- ✓ Set-up semester-based monthly payment plan (starting August 2025)
- ✓ If need, Tuition Insurance is available to students
- ✓ Accept Title IV Authorization (both questions)
- ✓ Complete your 2026-2027 FAFSA
- ✓ Verify financial aid is complete and accept awards
- ✓ Complete loan entrance counseling and the master promissory note
- ✓ Student Social Security Number – this impacts your 1098T reporting to the IRS
  - An email will be sent if we need your SSN



# ORIENTATION AND ENROLLMENT

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