Office of the Bursar
113 Student Union
Bursar.okstate.edu
405-744-5993
bursar@okstate.edu

What is the Bursar Office?
The Bursar Office is the centralized billing office for the University. We bill for: tuition/fees, housing, meal plan, student health, books, parking permits, athletic tickets and other miscellaneous charges.
Financial Responsibility Contract

- Students will consent to the Financial Responsibility contract when logging in to view bursar information.
- Entire contract on bursar website.
- 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.
- If registration is not dropped, students remain financially responsible for the tuition and fee charges.
Billing Information & E-mail Notification

- Billing notifications sent to the student’s Oklahoma State e-mail account and designated Authorized Users.
- Bills available online: through Student Self-Service for students. Authorized users access link is located on bursar.okstate.edu
- NO Paper bills
- Fall billing notification sent Sept. 1st & due no later than Sept. 15th

This is an automated message to inform you a new Oklahoma State University bursar billing statement has been issued and is now available for viewing by logging into SIS http://prodosu.okstate.edu/ and clicking the link under Payment Information. The authorized user access login is located at bursar.okstate.edu.

Once logged in, you can view your account information, pay your bill, and set up an authorized user.

Payments are due by the 15th of the month. All past due accounts accrue a penalty at the rate of 1.50% monthly (19.56 APR) and incur enrollment and academic record holds.

A 2.75% convenience fee will be added to all credit card bursar account payments. Credit card payments may only be made online and can no longer be made at the Bursar Office. To avoid the convenience fee, you may consider several other options such as:

* Online by Web Check/ACH
* Mailing checks, cashier checks or money orders to:
OSU Office of the Bursar
PO Box 1583
Stillwater, Oklahoma 74076-1583

* In person by check, money order, or cash at the Office of the Bursar, 113 Student Union. Hours 8 a.m.–5 p.m. Monday–Friday. After-hour payments can be placed in the secure depository slot adjacent to the Bursar Office Windows.

============== STATEMENT DETAILS ===============
Student Name ---- [Joe Student ]
Account Name ---- [Student Account ]
Account Number ---- [xxxxx6789 ]
Amount Due ---- [Amount ]
Due Date ---- [Date ]
Billing Statement

Mail Payments To:
Oklahoma State University
Office of the Bursar
PO Box 1583
Stillwater, OK 74076-1583

Stillwater, OK 74074
Student ID: A1003

Question?
405-744-5993
bursar@okstate.edu

Pay Online:
Click To Make Payment

Account Statement

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/2016</td>
<td>* PREVIOUS BILLED BALANCE *</td>
<td>$ 2,278.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- CURRENT PAYMENTS -</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment on Account</td>
<td></td>
<td>$ 500.00</td>
</tr>
<tr>
<td></td>
<td>* CURRENT BILLED BALANCE *</td>
<td>$ 1,778.85</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAST DUE</th>
<th>PREVIOUS BALANCE</th>
<th>CURRENT BALANCE</th>
<th>TOTAL AMOUNT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$2,278.85</td>
<td>$1,778.85</td>
<td>$1,778.85</td>
</tr>
</tbody>
</table>

Payment is due prior to the 15th of each month. Late fees and holds will be assessed after the 15th.
• Parents and Guardians have access to student billing information online **ONLY** if listed as an Authorized User.
• Student – Login to Student Self-Service at my.okstate.edu. Click on OSU Stillwater/Tulsa Bursar Account link
Check all 3 boxes “YES” to ensure access

From this page, 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.

Add Authorized User

E-mail 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

Continue  Cancel
Traditional Payment or Payment Plan

**Traditional Payment**
- 1st bill will be available – September/February
- 100% of all charges are due prior to the 15th

**Payment Option Plan (POP)**
- Monthly payment plan - semester based
- No finance charges
- No enrollment hold
- Enrollment fee of $25 per semester
- Available online through Student Self-Service or Authorized User link
**CONSEQUENCES**

- Failure to pay an account will result in finance charges, enrollment & academic record holds.
- If Payment Plan is not current, the benefits associated with the plan are lost and enrollment & academic holds will be placed.
- Charging privilege holds are placed on student’s account with a past due balance.
  
  **Does not affect a meal plan as long as funds are available on the plan.**
- Email notifications are sent when hold’s are placed on account.
Payment Plan Setup

You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, select Enroll Now.
## Plan Enrollment

### Select Payment Plan

| View available plans for term: | Fall 2016 | Select |

If plans are available for multiple accounts, you must select both account and term.

**Kim's Fall 2016**

**Fall 2016**

**Kim's Fall 2016 Details**

<table>
<thead>
<tr>
<th>Term(s):</th>
<th>Fall 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous balance term(s):</td>
<td>Spring 2016, Summer 2016, AR Term, Fall 2015</td>
</tr>
<tr>
<td>Enrollment deadline:</td>
<td>8/14/16</td>
</tr>
<tr>
<td>Scheduled Payments:</td>
<td>Optional</td>
</tr>
<tr>
<td>Setup fee:</td>
<td>$25.00</td>
</tr>
<tr>
<td>Minimum down payment:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Number of payments:</td>
<td>5</td>
</tr>
<tr>
<td>Payment frequency:</td>
<td>Fixed Dates</td>
</tr>
</tbody>
</table>

[Continue] [Cancel]
Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your activity since last statement. Please review your payment schedule carefully before completing your enrollment.

### Eligible Charges and Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>10,450.00</td>
<td></td>
</tr>
<tr>
<td>Misc Charges</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Foundation Sch</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>Previous balance</td>
<td>25.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance</strong></td>
<td>10,000.50</td>
<td></td>
</tr>
<tr>
<td>Down payment</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Recalculate Schedule

### Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment 1</td>
<td>8/15/16</td>
<td>2,000.10</td>
</tr>
<tr>
<td>Installment 2</td>
<td>9/15/16</td>
<td>2,000.10</td>
</tr>
<tr>
<td>Installment 3</td>
<td>10/15/16</td>
<td>2,000.10</td>
</tr>
<tr>
<td>Installment 4</td>
<td>11/15/16</td>
<td>2,000.10</td>
</tr>
<tr>
<td>Installment 5</td>
<td>12/15/16</td>
<td>2,000.10</td>
</tr>
</tbody>
</table>

**Total of installments:** 10,000.50

### Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- [ ] Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- [ ] No, I don’t want to set up payments. I will come back and make each payment on or before the due date.

[Continue] [Back] [Cancel]
“I Agree” must be checked & “Continue” must be clicked in order for set up process to be completed.
Refunds for Credit Balance

- **Direct Deposit**: Set up online through Student Self-Service at my.okstate.edu (eRefunds)
- Refunds processed nightly and deposited directly into your bank account within 24 to 48 hours and.
- **Refund Check**: Paper checks are generated bi-weekly

**Note:**
- Students may have charges after the refund is issued – please check bursar balance
- Email notification is sent when a refund is processed

**Title IV Authorization**

- U.S. Department of Education requires OSU to obtain authorization to pay all charges on an account.
  - Answer question 1 on your online financial aid tab to pay all charges on the account. (If declined, only pays allowable charges, could result in a refund but have a balance due to the University).
  - Accept question 2 if you allow OSU to apply Title IV financial aid to pay previous year charges up to $200.
We are Here to Help

- Financial Counselor and Payment Plan Specialist are available Monday-Friday from: 8:30 - 11:30 & 1:30 - 4:30
- Visit with a counselor early in the semester for help with any financial concerns. This will prevent a delay in future enrollment
- Visit the Bursar website for additional information

Third-Party Scholarships and Billing

- Sarah Baldwin - 113 Student Union
  - Third-Party Scholarships will be entered in the fall semester
  - Third Party Billing Application can be found on our website under “forms”
Proxy Access

- In order to release specific account information with a parent/guardian you must complete the “University officials may discuss all education records with proxy” option

Add a Proxy

- Add a new proxy using the form below. Click “Add Proxy”, then complete their profile by clicking on the yellow triangle to expand their profile.

* indicates a required field.

First Name*: Go
Last Name*: Cowboys
E-mail Address*: go.cowboys@okstate.edu
Verify E-mail Address*: go.cowboys@okstate.edu

Add Proxy

Proxy List

- Click on the yellow triangle to expand a proxy and complete the information requested on the Profile and Authorization tabs

Collapse Amanda Bowman  amanda.grcer@okstate.edu

Profile  Authorization  Communication

Page Authorization

- Select below the Self Service pages you want to authorize your proxy to view. If you wish to authorize your proxy to discuss any/all of your education records with University officials, check the “University officials may discuss ....” box below. That checkbox does not give the Proxy direct viewing access, but the other boxes do. Click here for more details on this option.

☐ Other Access Check to Select or Deselect ALL items below:

☑ University officials may discuss all education records with Proxy
☐ Registration Status
☐ View Holds
☐ Concise Student Schedule
☐ Midterm Grades
☐ Final Grades
☐ Academic Transcript
☐ View Test Scores
☐ View Application to Graduate
☐ View Addresses and Phones
☐ View Emails
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
✓ Complete you FAFSA
✓ Verify financial aid is complete and accept awards
✓ Answer Title IV Authorization Questions
✓ Complete loan entrance counseling and master promissory note
✓ Verify your SSN – it impacts your 1098T reporting to the IRS