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.
The 5 Things You Need to Know Today

• Billing Due Date
• Payment Plan
• Authorized User
• Refunds – Direct Deposit
• Title IV Authorization
Financial Responsibility Contract

- Students will consent to the Financial Responsibility contract when logging into system.
- 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 and/or designate as Authorized User.
- 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 at my.okstate.edu click OSU Stillwater/Tulsa Bursar Account. 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
A new Oklahoma State University monthly bursar statement has been issued for a student for whom you are an authorized user. Payment plan participants are sent installment payment due notifications in separate emails and this email is to inform you of the total monthly billing statement amount for information purposes. For payment plan enrollees, the amount due includes the anticipated installment payments scheduled and may indicate an amount due. The amount due is the current billed balance less the scheduled installment payments. Log in and click on eStatements to see the current billed balance.

View the statement by logging into the bursar website at http://bursar.okstate.edu and click Authorized User access or go online to https://secure.touchnet.com/C20271_tsa/web/login.jsp. Use your e-mail address and password to log in. Once logged in, you can make payments on behalf of this student, view billing statements, enroll in a payment plan, and more.

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 APR) and incur enrollment and academic record holds. To help students manage financial obligations, OSU offers a semester based monthly payment plan. For the first time, a 3 month summer payment plan will be starting May 16th. Your first installment payment will be required when setting up the plan. When the plan is available, authorized users or students can enroll in the plan via the portal by clicking on OSU Stillwater/Tulsa Bursar Account under Quick Links. Then select the Payment Plan tab and follow the instructions. There is a $25 fee to participate in the semester payment plan; however, there are no 1.5% finance charges assessed and no academic/enrollment holds if payments are made as promised. Please remember that it is a semester based plan and re-enrollment each semester is required to participate in the payment plan.

A 2.85% 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
Billing Statement

America's Brightest ORANGE

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

Pay Online:
Click To Make Payment

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

United States
Student ID: A

Account Statement

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>01/05/2018</td>
<td>A5 College Based Fees</td>
<td>$ 431.10</td>
<td></td>
</tr>
<tr>
<td>01/05/2018</td>
<td>Engr Dist or Web Crse Fee</td>
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<td>01/22/2018</td>
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<td>01/31/2018</td>
<td>KD Which Wich Food</td>
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- CURRENT CHARGES -

- CURRENT PAYMENTS -

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<thead>
<tr>
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<th>CHARGES</th>
<th>CREDITS</th>
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<tr>
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<td>01/12/2018</td>
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<td>01/12/2018</td>
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<td>01/29/2018</td>
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- CURRENT BILLED BALANCE -

$7,662.21

- MEMO ITEMS -

<table>
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<th>DESCRIPTION</th>
<th>CHARGES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>02/02/2018</td>
<td>Installment Spring 2018</td>
<td>$ 2.56</td>
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<tr>
<td>02/02/2018</td>
<td>Installment Spring 2018</td>
<td>$2,263.95</td>
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<tr>
<td>02/02/2018</td>
<td>Installment Spring 2018</td>
<td>$2,697.85</td>
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<tr>
<td>02/02/2018</td>
<td>Installment Spring 2018</td>
<td>$2,697.85</td>
<td></td>
</tr>
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</table>

***** MEMO BALANCE *****

$7,662.21

PAST DUE | PREVIOUS BALANCE | TOTAL AMOUNT DUE
---------|-----------------|------------------|
$0.00    | $2,684.96       | $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 APR of 19.56% when computed from the billing date), are assessed on any unpaid billed balance.
Parents/Guardians **ONLY** have access to student billing information online if setup as an Authorized User. Authorized User access at bursar.okstate.edu

Student – Login at my.okstate.edu. Click on OSU Stillwater/Tulsa Bursar Account under Quick Links
Welcome to your OSU Account Center!

Here you can enroll in a semester monthly payment plan, view your bursar account activity 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
- Payment and Collection

Viewing Bursar Information
Authorized Users

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)

- **SEMESTER BASED** monthly payment plan
- Payment is due at sign up
- Enrollment fee of $25 **per semester**
- No finance charges
- No enrollment hold
- Available online at my.okstate.edu “OSU Stillwater/Tulsa Bursar Account” or Authorized User link (bursar website) at the beginning of each semester.
CONSEQUENCES

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

- Direct Deposit: Complete online at my.okstate.edu, click OSU Stillwater/Tulsa Bursar Account
- Click Payment Profile
- Enter payment method and check box for refund options
- Refunds processed nightly and deposited directly into your bank account within 24 to 48 hours and.

- **Refund Check**: Paper checks are generated weekly

**Note:**
- Direct deposit refunds begin the 2nd day after disbursement
- Students may have charges after the refund is issued – please check bursar balance before spending refund
- Email notification is sent when a refund is processed
Title IV Authorization

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

- Accept question 1 on your online financial aid tab to pay all charges on the account including non-educational expenses.
- 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 paper form which is available on bursar website under forms.
We are Here to Help

- Financial Counselor 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

- Melissa Spicer - 113 Student Union
  
  - Third-Party Scholarships will be applied to the current academic term
  
  - Third Party Billing Application can be found on our website under “forms”
**PROXY Access**

In order to release specific account information by phone 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td>Go</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Cowboys</td>
</tr>
<tr>
<td>E-mail Address*</td>
<td><a href="mailto:go.cowboys@okstate.edu">go.cowboys@okstate.edu</a></td>
</tr>
<tr>
<td>Verify E-mail Address*</td>
<td><a href="mailto:go.cowboys@okstate.edu">go.cowboys@okstate.edu</a></td>
</tr>
</tbody>
</table>

[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.greer@okstate.edu**

### 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
  - [x] 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
What To Do Now

✓ Direct Deposit – set up the bank account you wish to receive refunds

✓ Add an Authorized User (Can add more than one)

✓ Set up semester based monthly payment plan (August 2018 and Spring January 2019)

✓ Accept Title IV Authorization (Both Questions)

✓ Complete your FAFSA

✓ Verify financial aid is complete and accept awards

✓ Complete loan entrance counseling and master promissory note

✓ Student SSN – it impacts your 1098T reporting to the IRS – Email will be sent if we need your SSN