Office of the Bursar

113 Student Union
Bursar.okstate.edu
405-744-5993
bursar@okstate.edu
What is the Bursar’s 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 must acknowledge every 90 days through SIS.
- 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

- Billing notifications are sent to the student’s official Oklahoma State e-mail account
- Billing notifications are e-mailed to parents or guardians if the student designates them as an Authorized User
- Bills are available to view online: through SIS for students. Authorized users access link is located on bursar.okstate.edu
- Paper bills are NOT mailed
- Fall billing notification is sent September 1st and due no later than September 15th
HOW TO SET UP AN AUTHORIZED USER

Parents and Guardians have access to student billing information online.
ONLY if they are made an Authorized User.

1. Student – Login to SIS
2. Select Bursar Services- (under Payment Info)
Make sure all 3 boxes are marked “YES” to ensure access to all options.
Student Access

Students access their Bursar account by logging in to SIS and selecting “Bursar Services”. Students will be directed to a new website.
Parent or Guardian Access

Parents/guardians can view billing statements, tax information (1098T), set up a payment plan, and account activity through the “Authorized User” link available on the Bursar website:
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 1.5% 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 --- [xxxxxx6789 ]
Amount Due --- [Amount ]
Due Date --- [Date ]
# Billing Statement

**PISTOL PETE**  
**CWID #: 00000000**

**BALANCE DUE BY 03/15/2011**

## Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING MONTHLY BALANCE</td>
<td></td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>TUITION &amp; FEES</td>
<td>$1,500.00</td>
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<td></td>
</tr>
<tr>
<td>FOOD</td>
<td>$9.12</td>
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<tr>
<td>SU BOOKSTORE/STUDENT STORE</td>
<td>$8.50</td>
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<tr>
<td>MISCELLANEOUS</td>
<td>$14.00</td>
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<tr>
<td>FINANCIAL AID</td>
<td></td>
<td>($1,500.00)</td>
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</tr>
<tr>
<td>PAYMENTS</td>
<td></td>
<td>($314.00)</td>
<td></td>
</tr>
<tr>
<td>REFUNDS</td>
<td>$1,284.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONTHLY BALANCE AS OF FEBRUARY 2011</td>
<td></td>
<td></td>
<td>$1,500.00</td>
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</tbody>
</table>

## Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2011</td>
<td>CREAT EXT CREDIT PROGRAMS</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>02/22/2011</td>
<td>SU FOOD COURT</td>
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<tr>
<td>02/25/2011</td>
<td>TWENTY SOMETHING TOO</td>
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<tr>
<td>02/14/2011</td>
<td>BOOKSTORE SALES TAX</td>
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<tr>
<td>02/14/2011</td>
<td>BOOKSTORE SUPPLIES DEPT SALES</td>
<td>$5.98</td>
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<tr>
<td>02/05/2011</td>
<td>CONCESSIONS GALLAGHER IBA EVNT</td>
<td>$14.00</td>
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<tr>
<td>02/05/2011</td>
<td>MAE GENERAL SCHOLARSHIP</td>
<td>($500.00)</td>
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<tr>
<td>02/15/2011</td>
<td>CREAT STUDY ABROAD SCHOLARSHIP</td>
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<td>02/23/2011</td>
<td>STUDY ABROAD OFFICE SCHOLARSHIP</td>
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<td>02/24/2011</td>
<td>STUDY ABROAD OFFICE SCHOLARSHIP</td>
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<td>02/11/2011</td>
<td>PAYMENT ON ACCOUNT</td>
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<tr>
<td>02/28/2011</td>
<td>REFUND OF OVERPAYMENT</td>
<td>$1,284.38</td>
</tr>
</tbody>
</table>
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 SIS or Authorized User link
• Failure to pay an account by the due date will result in finance charges, enrollment & academic record holds

• If you are on the Payment plan and payments are not current, the benefits associated with the plan are lost and enrollment & academic 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 students account.
How to pay

- **Online:**
  - Web/Electronic check
  - **Credit card:** a 2.75% or $3.00 minimum convenience fee will be added to all credit/debit card payments.

- **Mail:**
  - Make checks payable to OSU

- **In Person:**
  - Bursar Office 113 Student Union – Cash, check, cashier’s check, or money order. Credit cards not accepted in person or over the telephone.
  - 1st floor of Administration Hall (OSU Tulsa)
Select Term: Summer 154 – This is the FALL payment plan when wetting up during the summer.
Enter Estimated Educational Expenses

My Account  Payments  Payment Plans  eBills  eRefunds

Plan Enrollment

Select Payment Plan  Schedule Payment Plan  Payment Plan Agreement

Please estimate all charges and credits to be included in the payment plan.

<table>
<thead>
<tr>
<th>Eligible Charges and Credits</th>
<th>Charges($)</th>
<th>Credits($)</th>
<th>Down Payment($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
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<tr>
<td>Housing</td>
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<tr>
<td>Meal Plan</td>
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<tr>
<td>Books/Supplies</td>
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<td>Misc. Expenses</td>
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<td>Grants</td>
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<td>Loans</td>
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<td>Scholarships</td>
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<td>Tuition Waivers</td>
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<td>Oklahoma Promise</td>
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<tr>
<td>Other Credits</td>
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</tr>
<tr>
<td>Down payment</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

*For the Fall semester you may be required to estimate the costs. You can find an example of how to do this at: [http://bursar.okstate.edu/tuition-estimate](http://bursar.okstate.edu/tuition-estimate)
Select “Yes” to set up automatic monthly payments from your checking account or “No” to make single payments.
You must click “I Agree” and “Continue” to complete the enrollment process.
Refunds for Credit Balance

- **Direct Deposit** - Complete online through SIS (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:**
- Direct deposit refunds begin the 2nd day of class
- Students may have charges after the refund is issued – please check bursar balance
- Email notification is sent when a refund is processed
Third-Party Scholarships and Billing

- Sarah Baldwin
  - 113 Student Union

Scholarships are split between the Fall & Spring semester unless specified on the paperwork.

Third Party Billing Application can be found on our website under “forms”
We are Here to Help

- Financial Counselor available Monday-Friday
  8:30-11:30 & 1:30-4:30

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

- Parent and Student guide available online to answer questions
FERPA Waiver

- Federal law limits how much information we can share with parents/guardians about student accounts.

- Students must complete a “FERPA Waiver” in the Registrar’s Office to allow University offices to discuss certain information, including bills and financial aid.
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
✓ Complete loan entrance counseling and master promissory note