Office of the Bursar

113 Student Union
http://bursar.okstate.edu/
405-744-5993
bursar@okstate.edu
Financial Responsibility Contract

- Explains University responsibilities
- bursar.okstate.edu
- Acknowledge every 90 days through SIS
Financial Responsibility Contract

- I understand that enrollment at Oklahoma State University constitutes a contractual financial obligation to pay tuition and fees for classes in which I am enrolled. I further understand my financial obligations are due by the University set due date each semester.

- I understand that my account information can only be released to me. It is my responsibility to notify my parents/legal guardian of my account balance or I can set up guest access for my parents/legal guardian to access my statement through the bursar website.

- My failure to drop or withdraw in a timely manner does NOT relieve me from my financial responsibility to the University for tuition and fees.
LOGIN
See "Student Self-Services is used to" below...

SEARCH FOR CLASSES
Search for courses by subject, dates, times, "General Education" and other options...

BURSAR SERVICES
Pay your bursar bill and find links to other important bursar services...

GUIDES AND HELPFUL LINKS

STUDENT E-MAIL

NEW USERS
PARENT-GUEST PAYMENT
Make a payment on behalf of your OSU student.

STUDENT-FACULTY-STAFF BURSAR QUICK PAYMENT
QUICK PAYMENT - Go directly to the bursar payment page and make a credit card or eCheck payment on your account.

STUDENT-FACULTY-STAFF BURSAR SERVICES
Use the above link for the following:

• VIEW BILLING STATEMENT AND MAKE A PAYMENT - The "Bill Statement and Payment" link will take you to Touchnet to view your bill and make a payment.

• SIS DAILY BURSAR ACTIVITY - You may have received financial aid or charged items to your account since the last monthly bursar billing cycle. Use SIS to monitor daily bursar account transactions, including refunds. SIS amounts may differ from your monthly billing statements which contain only those transactions that occurred prior to the bill creation date. Login using the above link and look under Payment Info.

• SEMESTER MONTHLY PAYMENT OPTION PLAN - This provides an opportunity to pay University-billed expenses in regular monthly payments vs. the traditional lump-sum payment method. No finance charges are incurred or enrollment holds if payments are made as promised. When the student signs up for the plan, authorized payers (parents) may be designated. There is a non-refundable $25 application fee due at the time of application each semester.

• VIEW HOLDS - If you have an outstanding bursar account balance, there may be an enrollment hold on your records. Accounts must be current before you enroll for future semesters. Academic records (transcripts and diplomas) are not released until the outstanding balance is paid. View your holds by logging in to SIS using the link above and looking under Student Records.
Welcome to the Office of the Bursar at Oklahoma State University in Stillwater. "Bursar" is a term unique to higher education and means "keeper of the purse." The Bursar Office bills and collects tuition, fees, campus housing, and other university related charges. The Bursar Office also processes and disburses all federal and campus-based funds to students' bursar accounts and refunds any overpayments on students' bursar accounts.

- View Billing Statement
- Make a Payment
- Perkins/HPSL Information

Important Information/Dates

Credit Card Usage for Bursar Payments. Read more...

Due Dates - All payments are due prior to the 15th of each month.

Payment Option Plan – Monthly payment plan to assist student and families with their financial obligations to the University. September is the last month eligible to enroll in the Fall plan and February is the last month eligible to enroll for the Spring plan. Below are the links for the student and authorized user to access the plan as well as a step-by-step guide on how to login to the payment plan, view account activity, set up an authorized user, make a payment or schedule automatic payments:

Student Access
Authorized User Access
Step-by-Step Guide
E-mail Notification Verbiage

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 --- [xxxxx6789 ]

Amount Due --- [Amount ]

Due Date --- [Date ]
## 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>
<td></td>
<td></td>
</tr>
<tr>
<td>FOOD</td>
<td>$9.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU BOOKSTORE/STUDENT STORE</td>
<td>$6.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>$14.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>($1,400.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYMENTS</td>
<td>($314.00)</td>
<td></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>$1,900.00</td>
</tr>
</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>CEAT EXT CREDIT PROGRAMS</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>02/22/2011</td>
<td>SU FOOD COURT</td>
<td>$7.63</td>
</tr>
<tr>
<td>02/23/2011</td>
<td>TWENTY SOMETHING TOO</td>
<td>$1.49</td>
</tr>
<tr>
<td>02/14/2011</td>
<td>BOOKSTORE SUPPLIES DEPT SALES</td>
<td>$5.98</td>
</tr>
<tr>
<td>02/14/2011</td>
<td>BOOKSTORE SALES TAX</td>
<td>$0.52</td>
</tr>
<tr>
<td>02/05/2011</td>
<td>CONCESSIONS GALLAGHER IBA EVNT</td>
<td>$14.00</td>
</tr>
<tr>
<td>02/05/2011</td>
<td>MAE GENERAL SCHOLARSHIP</td>
<td>($500.00)</td>
</tr>
<tr>
<td>02/15/2011</td>
<td>CEAT STUDY ABROAD SCHOLARSHIP</td>
<td>($900.00)</td>
</tr>
<tr>
<td>02/11/2011</td>
<td>PAYMENT ON ACCOUNT</td>
<td>($314.00)</td>
</tr>
<tr>
<td>02/28/2011</td>
<td>REFUND OF OVERPAYMENT</td>
<td>$1,284.38</td>
</tr>
</tbody>
</table>

1. Amount Due  
2. Pay Amount Due Before This Date  
3. Previous Month Ending Balance  
4. Summary Total of Monthly Items by Category  
5. Month Ending Balance (Amount Due)  
6. Detail Information of Monthly Items within the Categories
Traditional Payment/Payment Option Plan

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

- **Payment Option Plan (POP)**
  - Monthly payment plan – online semester based plan
  - Student access through SIS and Bursar website
  - Authorized user access link through Bursar website
  - No finance charges
  - No enrollment holds
  - Application fee of $25 a semester
  - **Important:** Don’t make a payment until plan is set up
Student clicks on Billing Statement or Payment Option Plan in SIS to view:

- To have your refunds deposited directly, complete your setup on the Refund Account Setup page.

Welcome to your Student Account Center! Here you can view your bursar account activity as well as make payments and store payment profiles. In addition, you can set up 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 policies

**Current Account Status**
- Balance: $12.97

- Make a Payment
- View Account Activity

**Statements**
- eBill Statement
  - A new bill for TBP Student Account was delivered on 4/1/13.
  - Account Type: TBP Student Account
  - Statement Date: 4/1/13
  - Bill Amount: $12.97

- 1098-T Statement
  - 2012
  - View

You must have Adobe Acrobat Reader 8.x or higher to view your 1098-T statement.
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?  
- [ ] Yes  
- [ ] No

Would you like to allow this person to view your payment history?  
- [ ] Yes  
- [ ] No

[Continue]  [Cancel]
Add Authorized User Email to Receive Notifications

Profile Settings

Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

University ID:
Full name:
E-mail address:
Alternate e-mail address:

Save Changes

Communication

Saved Payment Methods

Add New Payment Method
Enroll in Payment Plan – Select Plan Term:

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

View Payment Plans for Term:

Summer 2013

Select
### Plan Enrollment

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

#### Eligible Charges and Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
<th>Down Payment($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>4300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>3000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meal Plan</td>
<td>1650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. Expenses</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td>2775.00</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
<td>2723.00</td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Tuition Waivers</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Oklahoma Promise</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Other Credits</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Down payment</strong></td>
<td></td>
<td></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

**Display Payment Schedule**

**Previous Step**  **Cancel**
Click “Display Payment Schedule” to see monthly payments and choose payment option (single or automatic payments)

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment</td>
<td>6/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>2nd installment</td>
<td>7/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>3rd installment</td>
<td>8/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>4th installment</td>
<td>9/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>5th installment</td>
<td>10/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>6th installment</td>
<td>11/15/13</td>
<td>521.71</td>
</tr>
<tr>
<td>7th installment</td>
<td>12/15/13</td>
<td>521.74</td>
</tr>
</tbody>
</table>

Total of installments: 3,652.00

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  Previous Step  Cancel
Must Click “I Agree” and “Continue” to Set Up Plan

<table>
<thead>
<tr>
<th>Annual Percentage Rate</th>
<th>The cost of your credit as a yearly rate.</th>
<th>0.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Charge</td>
<td>The dollar amount the credit will cost you, including all fees.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Amount Financed</td>
<td>The amount of credit provided to you or on your behalf.</td>
<td>$3,652.00</td>
</tr>
<tr>
<td>Total of Payments</td>
<td>The amount you will have paid after you have made all payments as scheduled.</td>
<td>$3,677.00</td>
</tr>
</tbody>
</table>

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, Kim Miller, hereby agree to pay the balance deferred as stated in this agreement in 7 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of $25.00. I also understand that failure to meet the terms of this agreement may entitle Oklahoma State University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

1st Installment in the amount of $521.71 due on 6/15/13.
2nd Installment in the amount of $521.71 due on 7/15/13.
3rd Installment in the amount of $521.71 due on 8/15/13.
4th Installment in the amount of $521.71 due on 9/15/13.
5th Installment in the amount of $521.71 due on 10/15/13.
6th Installment in the amount of $521.71 due on 11/15/13.
7th Installment in the amount of $521.74 due on 12/15/13.

This agreement is dated Thursday, May 16, 2013.

For fraud detection purposes, your internet address has been logged:
139.78.185.100 at 5/16/13 11:10:22 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact bursar@okstate.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[ ] I Agree

Continue View Worksheet Print Agreement Previous Step Cancel
Your enrollment in Estimated Fall 2013 was processed successfully.

No payment plans available at this time

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to Payments.

Plan name: Estimated Fall 2013
Term: Summer 2013
Enrollment date: 05/16/2013
Setup fee: $25.00
Payoff amount: $3,652.00

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Status</th>
<th>Amount Due($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 7</td>
<td>06/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>2 of 7</td>
<td>07/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>3 of 7</td>
<td>08/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>4 of 7</td>
<td>09/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>5 of 7</td>
<td>10/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>6 of 7</td>
<td>11/15/2013</td>
<td>Unpaid</td>
<td>521.71</td>
</tr>
<tr>
<td>7 of 7</td>
<td>12/15/2013</td>
<td>Unpaid</td>
<td>521.74</td>
</tr>
</tbody>
</table>
To Make a Single Payment Click on “Pay” Under “Action” For the Month Due

**Account Payment**

Current balance includes activity since your last statement, including recent payments and new charges.

Balance: $0.00  Charges not Included in a Plan: $0.00

[Make a Payment]

**Payment Plan Installsments**

<table>
<thead>
<tr>
<th>Installment Description</th>
<th>Enrollee</th>
<th>Enrollment Date</th>
<th>Amount Due($)</th>
<th>Due Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Fall 2013 -- Installment 1 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>6/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 2 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>7/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 3 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>8/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 4 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>9/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 5 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>10/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 6 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.71</td>
<td>11/15/13</td>
<td>Pay</td>
</tr>
<tr>
<td>Estimated Fall 2013 -- Installment 7 of 7</td>
<td></td>
<td>5/16/13</td>
<td>521.74</td>
<td>12/15/13</td>
<td>Pay</td>
</tr>
</tbody>
</table>
Parents login to payment plan as an “Authorized User” through link on Bursar website

Welcome to Oklahoma State University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student’s authorized user process. If you have any questions about the system, please send e-mail to bursarpop@okstate.edu.

Student Account Suite Features

- **Student Account Center**
  - Check your balance.
  - Make a payment towards your balance.
  - View your payment history.
  - Store your payment methods for quick and easy payment.
  - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

- **E-Billing**
  - View and print your billing statement.
  - Set up your bills to be paid automatically.

- **Payment Plan Management**
  - Enroll in a payment plan so you can pay your balance in installments.
  - View your current payment plan status.
  - Make a payment toward one of your installments.
  - Schedule future installment payments.

Forgot your password? Have a temporary password e-mailed to you.
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 policies

My Account

Current Account Status
Balance: $458.03

Make a Payment  View Account Activity

Statements

eBill Statement currently does not have any billing statements.
Tuition Estimator - (Fall 2012/Spring 2013)

These figures are subject to change without notice, as provided by University Board of Regents and OBRHE policies

**Tuition**

<table>
<thead>
<tr>
<th>Estimated Tuition and Fees: $ 0.00</th>
</tr>
</thead>
</table>

- Check for Lock Tuition - Oklahoma Residents only (Click for more Information on Lock Tuition)

- **Resident Status:**
  - Resident
  - Non-Resident

- **Campus:**
  - Stillwater
  - Tulsa

- **Undergraduate Hours:**
  - 0
  - $147.50 per hour
  - $ 0.00

- **Graduate Division Hours:**
  - 0
  - $178.00 per hour
  - $ 0.00

- **Total Estimated Tuition:**
  - 0 Hours
  - $ 0.00

**Fees**

- **Required Fees:**
  - $ 0.00

- **Other Fees:**
  - Check all that Apply
    - New Student Orientation & Enrollment Fee: Freshman and Transfers Only
    - Health Risk Assessment Fee: First Semester at OSU
    - International Student Status & Maintenance Fee: International Student
  - $ 0.00

- **College Based Fees:**
  - Enter # of hours in each College (These should add up to total # of hours)
  - College Fees: Agriculture
    - 0
    - $18.50 per hour
    - $ 0.00
  - College Fees: Arts & Sciences
    - 0
    - $19.00 per hour
    - $ 0.00
  - College Fees: Business
    - 0
    - $21.00 per hour
    - $ 0.00
  - College Fees: Education
    - 0
    - $18.50 per hour
    - $ 0.00
  - College Fees: Human Sciences
    - 0
    - $25.50 per hour
    - $ 0.00
  - College Fees: Engineer
    - 0
    - $31.50 per hour
    - $ 0.00

**Total:**

- $ 0.00
Failure to pay account by the due date will result in finance charges, enrollment & academic record holds.

If you are on the POP and payments are not current, the benefits associated with the plan are lost and enrollment/academic holds are placed on the student’s account.

Charging privilege holds are placed on student’s account with a past due balance.

- Will not affect a student’s meal plan as long as there is money on the plan.
Refunds for Credit Balance Overpayments

- Direct Deposit – complete form online at bursar.okstate.edu
- Refund check
- Note:
  - Direct deposit refunds begin the 2nd day of classes
  - Students may add a class or purchase books after refund is issued – important to check bursar balance
  - Email notification is sent when a refund is processed
Third-Party Scholarships & Billing

- Joanne Kindschi
- 113 Student Union

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

- Third Party Billing Application at http://bursar.okstate.edu click Forms
- Financial Counselor available Monday – Friday
  8:30 – 11:30 and 1:30 – 4:30

- To assist you in handling your financial obligations to the University

- Important to visit with a counselor early in the semester to prevent delay in future enrollment/transcript requests

- Parent & Student Guide available to answer questions
Questions?