

## Oklahoma State University Office of the Bursar Employee Financial Responsibility Contract

Oklahoma State University corresponds electronically with account holders using the O-Key University email address. I understand I am responsible for regularly reading important information sent to my O-Key email account and for taking action on any important correspondence sent to this address and adequate email space is available to ensure correspondence is received.

- I understand and accept I am responsible for services used on campus and transactions charged to my bursar account, including parking fines, wellness center charges, health service charges, food, athletic tickets, Vet Med charges, etc.
- I understand OSU uses an email notification as its official billing method when my billing statement is available to view online and I am responsible for viewing and paying my bursar account by the scheduled due date. I further understand failure to review my billing statement does not constitute a valid reason for not paying my bill on time. Statements are located online at <http://my.okstate.edu> clicking on OSU Stillwater/Tulsa Bursar Account under Quick Links.
- I understand if I have a past due balance I will lose my charging privilege on campus.
- I understand failure to pay my bursar account balance or any monies due and owed to Oklahoma State University prior to the 15<sup>th</sup> of the month will result in my account being assessed a 1.5% monthly (19.56 APY) finance charge on any past due balance until my account is paid in full.
- I understand and accept if I have an unpaid balance at Oklahoma State University and do not make acceptable payment arrangements to bring my account current, my account will be placed with an external collection agency. I further understand I will reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, the University incurs in such collection efforts. This will be assessed to my bursar account and included in the balance due. Finally, I understand this will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureau's (Equifax, TransUnion, Experian). The University will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.
- I authorize Oklahoma State University to contact me via current and any future cellular phone number(s), email address(es), or wireless device(s) regarding my delinquent bursar account/loan(s), any other debt I owe to Oklahoma State University or to receive general information from OSU. I authorize OSU and its agents, representatives, and attorneys (including collection agencies) to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their effort to contact me for purposes of collecting any portion of my account financial obligation which is past due. Furthermore, I understand I may withdraw my consent to call my cellular phone by submitting my request in writing to Oklahoma State University or its agents on behalf of OSU.
- I understand and agree I am responsible for keeping OSU records updated with my current physical address, email address(es), and phone numbers by logging into Student Self-Service at <http://my.okstate.edu> or contacting the University. Upon leaving Oklahoma State University for any reason, it is my responsibility to provide OSU with updated contact information for purposes of continued communication regarding any amounts due and owed to OSU.
- I understand in the event I have a returned item on my account I will be charged a \$25 returned item fee. I understand I am responsible for all dishonored payments which have been presented on my behalf.

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Employee Printed Name

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Banner ID

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Employee Signature

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Date