

OFFICE OF THE BURSAR

113 Student Union
405-744-5993

Website: bursar.okstate.edu

Email: bursar@okstate.edu

Twitter: [twitter@bursarpop](https://twitter.com/bursarpop)



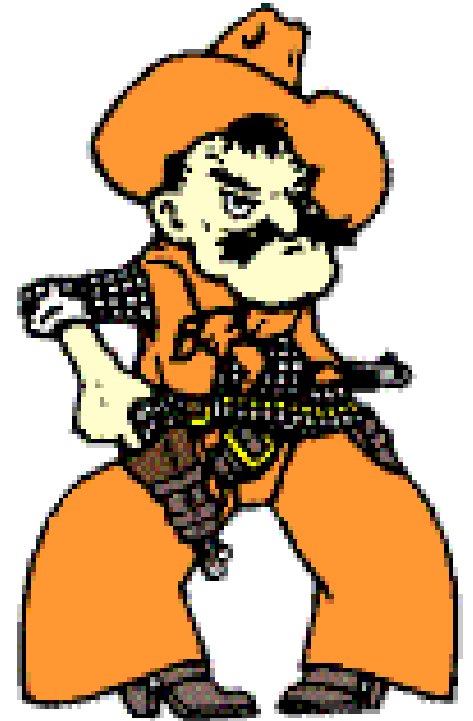
OFFICE OF THE BURSAR

Centralized billing office for the University

We bill for:

- Tuition/Fees
- Housing
- Meal Plan
- Student Health
- Books
- Parking Permits
- Athletic Tickets
- Other charges

All charges and credits go through our office including refunds of any overpayments on students' bursar account.



5 THINGS TO KNOW TODAY

- Billing Due Date
- Payment Plan
- Authorized User
- Refunds
- Title IV Authorization



FINANCIAL RESPONSIBILITY CONTRACT

- Students will consent to the Financial Responsibility contract when logging into O-Key.
- Entire contract is on the bursar website (bursar.okstate.edu).
- 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

AUTHORIZED USER & VIEWING BILLING STATEMENTS

The screenshot shows the myOKSTATE portal interface. At the top, there is a navigation bar with tabs for Home, Finance, and Employee. Below this, the Oklahoma State University logo and the text 'Home' are visible. The main content area is divided into several sections:

- Welcome/Instructions:** A section with a welcome message and contact information for the helpdesk.
- Applications:** A grid of icons for Self Service, Online Classroom, Office 365 Cowboy Mail, O-Key, Star System, and Google Orange Mail.
- Title IX Information:** A section providing information about Title IX at OSU.
- Quick Links:** A list of links including Dining Services, Campus Maps, Parking and Transit, Safety Resources, Directory, Events Calendar, Academic Calendar, Hire OSU Grads, **OSU Stillwater/Tulsa Bursar Account** (highlighted with a red box), and Online Classroom (prior to Fall 2016).

- Parents and guardians have access to student billing information online ONLY if listed as an “Authorized User.”
 - Authorized User access - bursar.okstate.edu
 - Student - access by logging in at my.okstate.edu and selecting “OSU Stillwater/Tulsa Bursar Account” under the Quick Links section.



VIEWING YOUR BURSAR INFORMATION



Logged in as: | Logout

- My Account
- Make Payment
- Payment Plans
- Deposits
- Refunds
- Help

Announcement

Welcome to your OSU Account Center!

Here you can enroll in a semester monthly payment plan, view your bursar account activity, billing statements, 1098-T form, 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
- Financial Responsibility Contract
- Payment and Collection policies

Please select payment option

Select Option

Student Account

ID: xxxxx7762

Balance

\$45.37

Statements

Your latest eBill Statement
(10/1/19) Statement : \$8.61

My Profile Setup

Authorized Users

Personal Profile

Payment Profile

Security Settings

Consents and Agreements

Electronic Refunds

Auto Bill Pay

ENTER AUTHORIZED USERS EMAIL ADDRESS AND ANSWER "YES"



Logged in as: | Logout

- My Account
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- Payment Plans
- Deposits
- Refunds
- Help
- My Profile

Authorized Users

Authorized Users

Add Authorized User

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.

Email 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



BILLING INFORMATION & EMAIL NOTIFICATION

- Billing notifications are sent to the student's Oklahoma State e-mail account and designated Authorized Users.
- Bills available:
 - Online at my.okstate.edu click on OSU Stillwater/Tulsa Bursar Account under Quick Links.
 - Authorized users access link is located on bursar.okstate.edu under Billing & Payment
- NO Paper bills
- Billing Email Notifications sent monthly:
 - Fall: First notification sent Sept. 1st and due no later than Sept. 15th
 - Spring: First notification sent Feb. 1st and due no later than Feb. 15th

BILLING NOTIFICATION EXAMPLE



A new Oklahoma State University monthly bursar statement has been issued. View by logging into <http://my.okstate.edu/>, under Quick Links, click OSU Stillwater/Tulsa Bursar Account. Authorized user access login is located at <http://bursar.okstate.edu>. Once logged in, you can view your account information, pay your bill, and set up an authorized user.

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% APY) and incur enrollment/academic record holds.

Payment Plan participants: installment payment notifications are sent in separate emails. The amount due below includes the anticipated installment payments scheduled and may indicate -0- 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.

A 2.85% convenience fee is added to all credit card bursar account payments. Credit card payments may only be made online. 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 9:00 a.m. - 4:30 p.m. Monday-Friday. After-hour payments can be placed in the secure depository slot adjacent to the Bursar Office Windows.

BILLING STATEMENT EXAMPLE



STATEMENT DATE	DUE DATE	AMOUNT DUE
09/01/2019	09/15/2019	\$0.00

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

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

Pay Online:
[Click To Make Payment](#)

Student ID:

Account Statement

DATE	DESCRIPTION	CHARGES	CREDITS
	* PREVIOUS BILLED BALANCE *	\$ 0.00	
	- CURRENT CHARGES -		
08/09/2019	AS College Based Fees	\$ 285.00	
08/09/2019	Business College Based Fees	\$ 1,040.00	
08/09/2019	Human Sci College Based Fees	\$ 228.00	
08/09/2019	Campus Infrastructure Fee	\$ 285.00	
08/09/2019	Student Success Fee	\$ 190.00	
08/09/2019	Block Tuition and Fees - Res	\$ 4,809.60	
08/23/2019	Payment Plan Enrollment	\$ 25.00	
08/26/2019	Textbooks	\$ 73.67	
08/26/2019	Bookstore - Sales Tax	\$ 6.49	
08/28/2019	SU Union Express Food	\$ 4.58	
	- CURRENT PAYMENTS -		
08/23/2019	ACH On-Line Payment		\$ 1,372.52
	* CURRENT BILLED BALANCE *	\$ 5,574.82	
	- MEMO ITEMS -		
09/01/2019	Installment Fall 2019 - Requir		\$ 1,393.70
09/01/2019	Installment Fall 2019 - Requir		\$ 1,393.71
09/01/2019	Installment Fall 2019 - Requir		\$ 1,393.70
09/01/2019	Installment Fall 2019 - Requir		\$ 1,393.71
	***** MEMO BALANCE *****		\$ 5,574.82

PAST DUE	PREVIOUS BALANCE	TOTAL AMOUNT DUE
\$0.00	\$0.00	\$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.



TRADITIONAL PAYMENT and PAYMENT PLAN

- Traditional Payment
 - 1st bill available September/February
 - 100% of all charged are due prior to the 15th
- Payment Option Plan (POP)
 - Monthly payment plan (semester-based)
 - 1st payment due at enrollment into plan
 - Enrollment fee of \$25/semester
 - No finance charges
 - No enrollment holds
 - Available online at my.okstate.edu by selecting “OSU Stillwater/Tulsa Bursar Account” or through a link sent to the Authorized User 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 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 student's account.

REFUNDS FOR CREDIT BALANCE

- **Direct Deposit-** Complete online through my.okstate.edu, click OSU Stillwater/Tulsa Bursar Account
 - **Click My Payment Profile**
 - Enter payment method and check box for refund options
 - Set as your preferred payment method.
 - **Click Send Code.** A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.
 - Refunds processed nightly and deposited directly into your bank account within 24-48 hours
 - **Parent Plus Refund for Direct Deposit (via Authorized User link)**
 - My profile
 - Payment profile
 - Enter banking information
 - Check “Use for Refunds”
- **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
 - 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 the bursar account.

- Accept question 1 on your online financial aid tab to pay all charges on the account.
- 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 form which is available on bursar website under forms.



THIRD-PARTY SCHOLARSHIPS and BILLING

Contact: Melissa Spicer
113 Student Union

Third-Party Scholarships will be applied to the current academic term

Third-Party Billing Application can be found at bursar.okstate.edu under “forms”



Proxy Access

ID: A100

PROXY ACCESS MANAGEMENT

Proxy Information

Name	<input type="text"/>	Email	<input type="text"/>
Relationship	Other	Stop Date	12/13/2022
Proxy Desc	<input type="text"/>	PIN Expire Date	07/05/2021
Start Date:	12/14/2017	Passphrase:	<input type="text"/>
PIN Disabled	N		

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Page Authorization List

Access List

Communication Log

AUTHORIZATIONS

Module	Auth Ind	Menu Text	Page URL
Other Access	<input type="checkbox"/>	University officials may discuss all education records with Proxy	zwgklink.P_REDIRECT_TO_
Other Access	<input type="checkbox"/>	Registration Status	bwskrsta.P_RegsStatusDisp
Other Access	<input type="checkbox"/>	View Holds	bwskoacc.P_ViewHold
Other Access	<input type="checkbox"/>	Concise Student Schedule	bwskcrse.P_CrseSchdDetl



HERE TO HELP

Financial Counselor available:

- Monday thru Friday
- 9:00am-11:30am & 1:30pm-4:30pm

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

Visit the bursar website (bursar.okstate.edu) for additional information.

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 (starting August 2022)
- ✓ Accept Title IV Authorization (both questions)
- ✓ Complete your 2022-2023 FAFSA
- ✓ Verify financial aid is complete and accept awards
- ✓ Complete loan entrance counseling and the master promissory note
- ✓ Student Social Security Number – this impacts your 1098T reporting to the IRS
 - An email will be sent if we need your SSN