

BUSINESS SERVICES

PAYMENT OF TUITION AND FEES

To remain in good financial standing with the university and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the university. Enrollment in classes financially obligates the student for full payment of the fees as shown on his or her fee statement.

Fees may be paid by cash, check, money order, or cashier check in the Business Services Office. Checks sent by mail should include the student's ID number to ensure proper credit. To pay with a web check or credit card, students can log in at <https://my.okstate.edu> and click on the OSU-OKC Business Services icon. Payments are due prior to the 15th of each month. All past due accounts accrue a penalty at the rate of 1.5% monthly (19.56 APR).

Students receiving benefits under Chapters 31 and Chapter 33 will not be penalized due to delayed payment by the VA (i.e., restriction of enrollment, late fees, requirement of alternative/ additional funding or denial of access to school resources available to another student). Refer to page 28, Veteran Services, for more information.

To ensure enrollment and academic hold release, pay the entire balance in cash, certified funds or credit card online. If payment is by personal paper check or online web check, the account holder may be required to wait until the payment has cleared the bank (up to 2 weeks) to enroll or obtain a transcript or a diploma.

A student who has been awarded a scholarship or fee waiver is responsible for fees and/or tuition over and above the amount awarded. A student receiving assistance with tuition and/or books from any outside agency, company or organization must submit a letter with detailed instructions and proper billing information to Business Services located in the Administration Building, Room 230. The letter must be on file prior to the fee payment deadline. Contact Business Services at (405) 945-6748 for additional information.

SPECIAL CHARGES

In some courses, special services, supplies or equipment may be used. The costs for these are not normally covered by fees, tuition or departmental operating budgets and, therefore, are incurred by the student. Special charges are itemized in student bills.

PAYMENT OPTION PLAN

Student account balances not covered by financial aid are eligible for enrollment in the Payment Option Plan. Oklahoma State University-Oklahoma City offers a semester-based Payment Option Plan as an alternative to the traditional lump sum payment method. This plan provides an opportunity for families and students to pay university billed expenses in regular monthly payments. No finance charges are associated with the Payment Option Plan or enrollment holds if payments are made as promised. There is a \$25.00 non-refundable application fee due at the time of application each semester.

September 15 is the deadline to enroll in the Fall plan and February 15 is the deadline to enroll for the Spring plan. June 15 is the deadline for the summer term. To enroll in the plan, students can log in at my.okstate.edu and click on the OSU-OKC Business Services icon. Here, they may also authorize payers. Authorized payers (parents) may be designated with their own login. The student will receive a monthly billing statement e-mail notifications while on the Payment Option Plan for informational purposes.

Accounts not paid in full by the end of the semester may be placed with an external collection agency and will be assessed collection fees (up to 33% of

BUSINESS SERVICES

the original debt), legal costs and attorney fees. Oklahoma State University-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program which deducts past due balances from tax refund checks.

REFUND/WAIVER OF FEES

When a student enrolls at OSU-OKC that student reserves a place that cannot be made available to another student until the student officially withdraws or drops the class. A course change period is provided at the beginning of each semester to allow some shifting of schedules and placement of students into class vacancies which may be created. Refunds will not be honored unless all financial obligations to OSU-OKC have been fulfilled. Refunds to persons receiving financial aid assistance require special calculations as needed with the Office of Financial Aid and Scholarships. Refunds will not be issued, nor will charges be waived for non-attendance. If you choose not to attend OSU-OKC, you must officially withdraw from your courses with the OSU-OKC Office of Admissions.

REFUND/WITHDRAWAL POLICY

You will be responsible for all charges incurred if you fail to withdraw prior to the first

day of the semester or during the defined refund add/drop period. ***Non-payment or non-attendance does not constitute a withdrawal or drop.***

Changes in schedules and complete withdrawals from the institution during the defined refund add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the defined refund add/drop period for that session except as calculated under the Return of Title IV Aid for those students benefiting from federal aid.

100% DROP PERIODS

Drop periods are calculated in business days and align with the following schedule as outlined in Oklahoma State Regents Policy (3.19.2 C):

- First ten business days of a 16-week class
- First nine business days of a 14-week class
- First eight business days of a 12-week class
- First six business days of a 10-week class
- First five business days of an 8-week class
- First three business days of a 4-week term

- First business day of a fast-track term

FINANCIAL AID REFUND

The Business Services office encourages using direct deposit as the most secure and quickest method for receiving refunds. Direct deposit refunds are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in the bank account before spending the funds. You are notified via e-mail when a direct deposit refund occurs. If you do not choose to participate in the direct deposit program, your refund is issued by check. Refund checks are mailed on a weekly schedule to students' address on file. Business Services cannot cash these University generated refund checks, nor can they cash personal checks.

FOR MORE INFORMATION ABOUT FEES, CHARGES, PAYMENTS OR REFUNDS CONTACT:

Business Services
Administration Building,
Room 230
(405) 945-6748

okc.businessservices@okstate.edu