Ohio University
Office of the Bursar

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Bursar Responsibilities

- Billing
- Monthly Payment Plan Administration
- Collections
- Processing Refunds/Overages
- Working with Third Party Student Sponsors
Billing

- Ohio University utilizes an electronic account system – Access through the link on the Bursar Web site
  - Students log in to My OHIO Student Center
  - Authorized users log into Authorized User Portal after student authorizes access

- We send account balance email notifications to student’s Ohio University email account and to authorized users at the beginning of each month with payment due by the 21st of that month

- A monthly 1.5% late fee is assessed for late payment
Waiveable Fees

- Fall semester waiver deadline is September 15, 2017
  - Student Health Insurance ($988/semester)
  - WellBeing Plan ($60/semester)
  - Student Legal Service ($12/semester)

- Waivers can be submitted through the My OHIO Student Center or through the Authorized User Portal
Monthly Payment Plan

- Enroll each semester through the My OHIO Student Center or through the Authorized User Portal ($30/semester enrollment fee)
- If receiving a graduate contract, must enroll through the online OGA system to not be charged the enrollment fee.
- Divides tuition, fees, residence hall, meal plan charges into 3 installments for the semester
  - Fall semester due dates: Sept. 21, Oct. 21, Nov. 21
  - Spring semester due dates: Jan. 21, Feb. 21, Mar. 21,
- A monthly 1.5% late fee is assessed for late payment
Payment Options

- **Electronic Check**
  - Access through the ‘Make a Payment’ link in the My OHIO Student Center or the Authorized User Portal
  - Must use routing # and account # of checking or savings account
  - Do NOT use debit card number

- **Check**
  - In person at the Office of the Bursar
  - Via mail – mailing address on Bursar web site

- **Cash**
  - In person at the Office of the Bursar

- **Credit Card**
  - Online only through a third party vendor
  - Mastercard, VISA, Discover, American Express
  - 2.9% service charge
Refunds/Overages

- Credit balances resulting from excess financial aid will automatically generate a student refund or overage.

- Refunds via direct deposit are issued daily beginning the first week of the semester.

- Refunds via check are issued once each week:
  - Checks generated on Fridays beginning the first week of the semester
  - These checks are mailed to the student’s local address.

- Students can sign up for direct deposit through their My OHIO Student Center.

- Credit balances resulting from a Parent PLUS loan will be refunded to the parent borrower via check.