Bursar Responsibilities

- Billing
- Monthly Payment Plan Administration
- Collections
- Processing Refunds/Overages
- Working with Third Party Student Sponsors
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 9, 2016
  - Student Health Insurance
  - 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 ($40/semester enrollment fee)
- If receiving a graduate contract, must enroll through the online OGA system to have the enrollment fee waived
- Divides tuition, fees, residence hall, meal plan charges into 4 installments for the semester
  - Fall semester due dates: Sept. 21, Oct. 21, Nov. 21, Dec. 21
  - Spring semester due dates: Jan. 21, Feb. 21, Mar. 21, Apr. 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 Bursar’s Office
  - Via mail – mailing address on Bursar web site

- **Cash**
  - In person at the Bursar’s Office

- **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.