

ACCOUNT BALANCES

Ohio University does not issue paper bills or statements. At the beginning of a given month, OHIO students are e-mailed monthly balance notifications to their University e-mail accounts. These notifications are sent as reminders of upcoming balances.

Charges posted to the student account within a calendar month are due by the 21st of the following month.

Initial Due Dates

Charges for a new semester will post to the student account based on the schedule below:

Semester	Initial Charge Assessment Begins	Initial Due Date
Fall	Early – Mid July	August 21st
Spring	Early – Mid December	January 21st
Summer	Mid – Late April	May 21st

Locating Student Account Balances and Due Dates

All charges that post to the student account are assigned due dates. A due date is the date that a charge must be paid in order to prevent penalties for nonpayment from occurring. Due dates may be reviewed in the Finances section of the My OHIO Student Center and the Authorized User Portal.

Charges Due and Account Itemization

Charges Due, located in the dropdown menu under the Finances Section, is a great place to view a listing of all charges due as well as their assigned due dates. Charges Due is also available on the Authorized Users Portal. Account Itemization, located within the Finances section of the My OHIO Student Center, provides an inclusive view of charges, payments, financial aid, and enrollment for a specified semester. By selecting the accompanied, "printer friendly version" of Account Itemization, financial and enrollment information can be displayed on Ohio University letterhead. Account Itemization is also available on the Authorized Users Portal.

PAYMENT OPTIONS

Online – <https://my.ohio.edu>

eCheck: No service fee is charged for this option. You will need to provide your banks routing number and your checking or savings account number. **DO NOT** use your debit card number.

Debit/Credit Card: A service fee of 2.9% is added to the total payment. This is a fee charged by our payment processor; Ohio University does not receive this additional fee. MasterCard, Visa, Discover and American Express are accepted.

**In Person - Student Services Office
(Monday-Friday 8 a.m. to 4:30 p.m. Only)**

Personal Check, Money Order, Cashier's Check: Payments should be payable to Ohio University. Please include your OHIO PID number in the memo line of the payment.

Debit/Credit Card: Only regional campus students can pay with a debit or credit card. MasterCard, Visa, Discover and American Express are accepted. Card must be signed and match photo identification.

Cash: We accept cash up to \$60 per student per day. Payment must be the exact change.

Dishonored ACH payments and checks are charged a \$25.00 service fee. A returned check hold may be placed on the student's records. This hold will affect registration, grades, transcripts, and diplomas from being processed. You may check your account activity on My OHIO Student Center. A late fee of 1.5% will apply to late payments. Your classes will NOT be dropped for non-payment of current semester tuition/fees.

PAYMENT PLAN

The Office of the Bursar offers a payment plan option for students who are unable to pay their tuition and fees by the first due date of a semester. Students who wish to enroll may do so by logging into their My OHIO Student Center and, under the Finances section, selecting 'Enroll in Payment Plan' from the dropdown menu. Authorized users may also enroll through the [Authorized User Portal](https://my.ohio.edu) <https://my.ohio.edu>.

Payment Plan Synopsis

- Students must enroll in the payment plan each semester.
- The enrollment fee is \$30.00 per semester
- Enrollment must occur by the first due date for a semester to avoid receiving a late fee on the full balance due.
- Late installment payments will be subjected to a 1.5% late fee.

The Office of the Bursar cannot auto-withdraw payment plan installment amounts due from a student's bank account. Online payments must be initiated monthly through the My OHIO Student Center or the Authorized User Portal.

Fall semester payment plan:

3- installment plan due dates

- September 21st
- October 21st
- November 21st

2-installment plan due dates

- October 21st
- November 21st

Spring Semester payment plan:

3-installment plan due

- January 21st
- February 21st
- March 21st

2-installment plan due dates

- February 21st
- March 21st

Summer Semester payment plan:

3-installment plan due dates:

- May 21st
- June 21st
- July 21st

2-installment plan due dates:

- June 21st
- July 21st

AUTHORIZED USER ACCESS

Ohio University students are able to set up Authorized Users to view student account activity, make payments, enroll in a semester payment plan, manage waivable fees, and view 1098-T information. Authorized users will also receive e-mail notifications regarding student account balances. Once authorized, the user will login to the [Authorized User Portal](#) using the e-mail address provided during the authorized user set up.

Please note that parents/guardians who sign in using a student's OHIO ID and password will not receive important e-mail communications from the Office of the Bursar. The only way to receive our communications is to sign up as an authorized user.

Create a new authorized user account

- Sign in to the [My OHIO Portal](https://my.ohio.edu) <https://my.ohio.edu>
- From the Accounts tab, sign in to your My OHIO Student Center
- Select "Authorized User Portal" (located in the Finances section)
- Select " Authorize New User "
- Enter the e-mail address for the authorized user
- Click " Create Authorized User " button
- An e-mail will be sent to the authorized user with instructions to activate their account
- Authorized Users created with an OHIO e-mail address (@ohio.edu) will be able to log in with their OHIO ID and password that is used for accessing systems such as Workforce, Oracle, PeopleSoft, and e-mail.