

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Fees, Tuition and Other Charges	3-030 FISCAL SERVICES September 2013
--	---

POLICY

- 1.01 To maintain good financial standing with OSU Institute of Technology (OSUIT) and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the institution on or before the published deadline dates.
- 1.02 Information detailing costs and payment deadline dates for each academic semester are available on the university online catalog.
- 1.03 Payments for fees and tuition will be accepted in advance of published deadline dates. Payments for a given semester not received by the Bursar prior to the beginning of classes could result in the student's scheduled classes being cancelled.
- 1.04 Students wishing to live in residential housing must pay their deposit in full prior to any room assignment being made.
- 1.05 Room and board charges are due at the beginning of the semester.
- 1.06 All charges (with the exception of student short-term loans) are due at the time they are incurred, and a late payment penalty will be assessed on delinquent accounts.
- 1.07 Students whose financial aid, agency sponsorship, or scholarship is not sufficient to cover fees and tuition will be required to pay the difference.
- 1.08 Students with agency sponsorships must provide the Bursar's Office with the proper documentation/forms each semester of enrollment to ensure proper credit to the student's account. This is the responsibility of the student, not the Bursar's Office nor the agency. If the agency does not pay the charges that were billed to them, the charges will be transferred back to the student. The student will then be responsible to pay the balance.
- 1.09 All student financial aid awards for the current semester will be applied to the student's charges for the entire semester at the time funds are disbursed.
- 1.10 All students' accounts must be paid in full each semester prior to enrollment for a subsequent semester. A student who graduates or otherwise leaves the institution must pay all outstanding charges before academic records or awards will be released.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 1.11 Refunds for students dropping classes or withdrawing from the institution may be available as determined by the Bursar.
- 1.12 Non-payment or non-attendance does not constitute a withdrawal or drop and will not relieve students of their financial obligation.
- 1.13 Non-payment of any charges could result in litigation or collection procedures. Delinquent accounts information is reported to credit reporting agencies which could endanger credit ratings. In addition, accounts which are delinquent can be offset by future State of Oklahoma income tax refunds.

PROCEDURES

- 2.01 Payments for any charges may be made by mail, in person at the Bursar's Office, or online at Web4Students.
- 2.02 Payments may be made by cash, check, or money order at the Bursar's Office. A credit card (Visa, MasterCard, Discover, or American Express) or personal bank account may be used to pay online. A convenience fee will be added to all credit card bursar account payments.
- 2.03 Payments by check that are returned as insufficient will be charged back to the student account. An insufficient check fee will be assessed on all returned checks.

Approved: August 1996
Revised: November 2006
Revised: July 2009
Revised: September 2013