Welcome to OU from Bursar Services! We are the central billing office for student accounts. We disburse financial aid, apply scholarships and waivers and post your payments. We’ve created this guide to help you understand and manage your student account. Should you have questions regarding charges and payments, or your finances in general, please do not hesitate to contact us by calling (405) 325-3121 or emailing bursar@ou.edu. Whatever your educational needs, Bursar Services hopes to work with you to achieve your goals.

- **Verify FAFSA has been received by Financial Aid Services.**
  Check the status of your financial aid by going to the Financial tab in one.ou.edu.

- **Review your financial aid award notification (OU-FAN).**
  When all required paperwork is complete, you will receive an OU-FAN in the post and email. Review your aid package, compare your aid to projected costs. A student experiencing financial challenges should contact Bursar Services for assistance and guidance.

- **Accept/decline awarded aid.**
  Grants and Waivers are automatically accepted on your behalf, but accepted loans require a signed promissory note and may require support documentation.

- **Apply for scholarships.**
  The transfer admission application includes the application for the General Transfer Scholarship that has a deadline of March 1. Note: only admitted students may receive a scholarship offer. When entering a term after the March deadline, transfer students can apply for scholarships using the Centralized Academic Scholarship Hub (OU CASH) at ou.edu/scholarships which opens Oct. 1 and closes Feb. 1.

- **Visit one.ou.edu to complete important account action steps.**
  Check your OU email often for important updates from Bursar and Financial Aid Services. Missing documentation will delay disbursement of your financial aid awards.
Flat-rate tuition

Flat-rate tuition is charged to undergraduate students upon full-time registration. Students who enroll in 12 to 21 hours per semester will pay a flat rate. Students enrolled in fewer than 12 hours pay per credit hour. Flat rate does not apply to Graduate, Law or Advanced Program students. Students enrolled in only Liberal Studies courses will be charged tuition and fees on a per-credit-hour basis. Full-time undergraduate students who are registered for fewer than 30 hours for fall and spring (but pay the flat rate) may be eligible to participate in the summer session incentive program, Banked Hours. For more information, visit ou.edu/flat-rate.

Banked hours

Full-time undergraduate students who have paid the flat rate and take fewer than 15 hours per semester may be able to bank hours to use in the summer. The hours a student has banked will automatically be used to reduce summer charges for tuition and mandatory hourly fees. Banked hours cannot be converted into cash nor held for a future academic year.

Work Assistance Tuition Waiver

Established to address the financial needs of students who work 25+ hours per week during the academic year, the Spring Work Assistance Tuition Waiver application typically opens in CASH (the centralized academic scholarship hub) in the fall and closes at the end of the fall semester. For more information, visit scholarships.ou.edu or email tkoonce-1@ou.edu.

After receiving the tuition waiver, students must meet the following requirements:
- Enroll and successfully complete at least 15 hours each semester.
- Achieve at least a 2.0 GPA in these classes for each semester (fall and spring).
- Work at least 10 hours per week during the semester.

Understanding your charges

A financial obligation is incurred with the university at the time of enrollment for which the student is financially responsible. Tuition and fees are assessed in July, December and May, which are due in full the following month, respectively. Incomplete financial aid applications/documentation, enrollment cancellation and/or withdrawal and unpaid balances may carry financial and/or registration consequences. Accounts with an unpaid tuition balance at the open of any enrollment period will be contacted for financial coaching/guidance. Payment of all charges is the student’s responsibility.

Rule of 30

When your attempted hours* for the academic year total 30 or more you are no longer eligible for a Flat-Rate Exemption or Summer Banked Hours.

*includes hours that receive a “W”
The University of Oklahoma bills tuition, mandatory fees and course-related fees by semester/term. All other charges are billed the month in which they are incurred. An email notification that your eBill is ready will be sent to you and users you have authorized the first of every month. In the initial eBill of each semester charges and payments are “rolled up” or totaled by category in the Account Summary. In our example, under CHARGES, the Athletic Charges sum of $230 is composed of a $215 football and men’s basketball ticket* and a $15 season ticket processing fee. Mandatory fees and course-related fees are summed and displayed as one total. University housing and meal plan charges sum categorically and display as Housing.

Under CREDIT/ANTICIPATED CREDITS, payments, deposits, scholarships and waivers (reductions of charges) are summed and displayed by their respective categories. In our example, the Deposit sum of $250 is composed of the $75 advising fee and a $175 Housing deposit (which together make up the Enrollment Commitment). Cash, check and credit card payments are treated as cash and summed together. To verify that all financial aid and cash payments have been applied, please view detailed transactions via the Account Activity page. Please note: when the first statement is issued to students, financial aid has not yet been applied.

The Account Activity page lists each transaction as a single-line item. In cases where you change your enrollment during the add/drop period (first 10 days of fall and spring semesters or first five days of summer semester), there could be several Account Activity pages displayed. Course-specific fees and charges not related to enrollment will be identified by department. For questions about these charges, please contact the department directly. Our student account information booklet features a department reference guide along with additional information about the Bursar. Printed booklets are available in Buchanan Hall, Room 105, and in the Browsing Room of Wagner Hall. An electronic version of the booklet is available at bursar.ou.edu.

Please note: the online eBill is a snapshot of the student account taken at a specific point in time. The online Account Activity page displays real-time information. There may be instances when information will differ in the two locations. Also note that each authorized user has access to his or her own activity only. Authorization to pay does not authorize access to enrollment, grades or transcript information.

*Promotional package, prices may vary
Fall eBill with financial aid example (one semester)

Account transactions occurring after this date are not shown. If your records do not agree with the following, please contact the originating department.

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>Term</th>
<th>Due Date</th>
<th>Total Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/31/2017</td>
<td>Fall 2017</td>
<td>08/25/2017</td>
<td>$13,207.25</td>
</tr>
</tbody>
</table>

Account ID: XXX-XX-XXXX

Student Name
Billing Address
City, State and Zip

Account Summary

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits/Anticipated Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Charges</td>
<td>230.00</td>
</tr>
<tr>
<td>Department Charges</td>
<td>250.00</td>
</tr>
<tr>
<td>Enrollment Commitment</td>
<td>75.00</td>
</tr>
<tr>
<td>Housing</td>
<td>5,140.00</td>
</tr>
<tr>
<td>Mandatory/Course Related Fees</td>
<td>3,533.75</td>
</tr>
<tr>
<td>Tuition</td>
<td>9,448.25</td>
</tr>
<tr>
<td>Total Charges:</td>
<td>$18,707.25</td>
</tr>
<tr>
<td>Deposit</td>
<td>250.00</td>
</tr>
<tr>
<td>Loans</td>
<td>2,750.00</td>
</tr>
<tr>
<td>Scholarships &amp; Grants</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Web payment</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Total Credits/Anticipated Credits:</td>
<td>$5,500.00</td>
</tr>
</tbody>
</table>

Other Term(s) Balance | Current Term Balance | Total Amount Due
$0.00 | $13,207.25 | $13,207.25

*Credits that appear on statement may not be applied to charges

YOUR BALANCE IS DUE IN FULL EACH MONTH. A 1.5 percent service charge with an effective APR of 18 percent will be applied to any remaining unpaid balance. You will not be subject to financial registration holds if you pay the required minimum of 75 percent toward all current term charges and 100 percent of all other remaining prior term charges. All tuition and fees must be paid by Nov. 25, April 25 and July 25. When not paid in full, a $100 late penalty will be charged to the account on Nov. 26, April 26 and July 26. Please include your ID number on your payment to ensure proper posting. Please log in to one.ou.edu >Financial tab >Pay tab>Account Activity to view detailed account information.

In compliance with Public Law 93-280 Family Educational Rights and Privacy Act of 1974, this document is provided for accounting purposes only. The law prohibits access to this information by any other party without written consent of the student concerned.

Please note: Dollar amounts are subject to change. Figures represent non-resident charges for example only.
Online Payment
All payments must be remitted in U.S. currency. Checks should be made payable in U.S. dollars and drawn on a U.S. bank account.

Credit Cards: American Express, Discover, MasterCard and/or Visa credit card payments accepted only on one.ou.edu. A 2.75% convenience fee (minimum $3) is added to each credit card transaction.

eCheck: Payment by eCheck has no additional fee at the time of payment. Any check returned for insufficient funds (NSF) will be assessed a $25 service fee.

Payment plan
All charges are due the month they are billed. Paying in full by the first due date ensures that you pay no additional service charges or late fees. The university provides the four-month Payment Plan (PP) for eligible students. Participation in PP is limited to currently enrolled students for the semester in progress, including Summer Session. Participation in the plan requires no application. Payments are due on the 25th of each month. Students receiving financial aid are required to apply all of their financial aid to their account. All unpaid balances are subject to a 1.5% service charge assessed on the 26th of each month. Service charges are calculated only on charges that are 30 days old or older. To participate in the plan, pay the percentage of your total charges (listed below) by each due date.

Fall and Spring Semesters

<table>
<thead>
<tr>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
<th>4th Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>33%</td>
<td>50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Summer Enrollment

<table>
<thead>
<tr>
<th>1st Month</th>
<th>2nd Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

When a student is not current with the payment plan: Registration, Transcript and Graduation holds may be placed on their account. A $100 late penalty is added Nov. 26, April 26 and July 26, when all current tuition and fees are not paid in full.

Parent/user payment authorization
Only the student can authorize users to make payment on their Bursar account. From the home page at one.ou.edu, click on the Financial tab then click Add Authorized User to grant access to your account. Enter the parent/user email address. To authorize access to your 1098-T tax statement, select yes before you click continue.

Add Authorized User

<table>
<thead>
<tr>
<th>E-mail address of the authorized user:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like to allow this person to view your billing statement and account activity?</td>
</tr>
<tr>
<td>Would you like to allow this person to view your 1098-T tax statement?</td>
</tr>
<tr>
<td>Would you like to allow this person to view your payment history and account activity?</td>
</tr>
</tbody>
</table>

The parent/user will receive two emails confirming access authorization and log-in instructions. Afterward, eNotifications are sent when a new eBill is ready for viewing.

Please note: the email address that the student enters sets the user contact information.
Student action steps to take in one.ou.edu.

- Go to one.ou.edu to access your student account. Charges and credits incurred during the month are billed on the last day of every month.

- Check your OU email often. Important communications regarding your account, such as financial aid award notifications (OUFAN), missing documentation reminders, monthly eBill notifications and eRefund notifications, are sent through your OU email.

- Authorize parents and any additional users you choose to pay on your student account. Please note: Authorize 1098-T (tax statement) access separately here by answering yes at the time you authorize payment access.

- Sign-up for eRefund and receive eligible refunds directly to the bank account of your choice!

- eNotification of your student eBill is sent to you and your authorized users the first of every month. **Monthly payments are due on the 25th.**

- A per-semester payment plan is available at 18% APR. Pay in full by Aug. 25, Feb. 25 and June 25 respectively, to avoid paying service charges and late penalties.

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 1</td>
<td>First Fall Billing Statement</td>
</tr>
<tr>
<td>Aug. 11</td>
<td>Early disbursement of financial aid, waivers and scholarships</td>
</tr>
<tr>
<td>Sep. 25</td>
<td>Last day to pay fall payment due without service charges*</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>Last day to pay fall tuition and fees without $100 late penalty</td>
</tr>
<tr>
<td>Jan. 2</td>
<td>First Spring Billing Statement</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Early disbursement of financial aid, waivers and scholarships</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>Last day to pay spring payment due without service charges*</td>
</tr>
<tr>
<td>April 25</td>
<td>Last day to pay spring tuition and fees without $100 late penalty</td>
</tr>
</tbody>
</table>

* Early Enrollment windows open in November and April. When paying on the payment plan, you may be required to make a payment prior to the 25th of the month (balance paid in full) in order to enroll.

**Connect with us**

- [ou.edu/bursar](http://ou.edu/bursar)
- [1000 Asp Ave., Room 105](1000%20Asp%20Ave.,%20Room%20105)
- [bursar@ou.edu](bursar@ou.edu)
- [@OUBursar](@OUBursar)
- [727-325-3121](727-325-3121)
- [Monday through Friday](Monday%20through%20Friday)
- [8 a.m. to 5 p.m.](8%20a.m.%20to%205%20p.m.)

For accommodations, please contact Bursar Services at (405) 325-3121.
Get involved! We believe that there is a place for everyone at OU, and there are a variety of ways to get involved. With more than 500 organizations spanning academics to sports and special interests, we hope you find a place to build community, develop leadership skills and find your way to leave a legacy for future students. For more information go to [ou.edu/studentlife](http://ou.edu/studentlife).

**Parking and Cleveland Area Rapid Transit (CART)**

The University of Oklahoma offers commuter students the best of both worlds, as you may either utilize the Cleveland Area Rapid Transit (CART) bus system or purchase a parking permit for many on-campus lots. Follow @OU Parking for real-time “spaces left” by lot information. Permits are required Monday through Friday from 7 a.m. to 5 p.m. For more information on parking and bus service, visit [parking.ou.edu](http://parking.ou.edu).

**OK Association of Transfer Students (OATS)**

OATS is the official student organization for transfer students and open to any and everyone all year long. Their motto is “For transfer students by transfer students.” They share their own OU experience and knowledge to help you transition to the Norman campus with as little hassle as possible! For more information, email [oats@ou.edu](mailto:oats@ou.edu).

### Helpful campus resources

- [Transitions, UCOL 3001](http://transitions.ou.edu) introduction to the academic requirements, policies and resources at OU. This 1-hour, 8-week course is letter graded.
- [ou.edu/advising](http://ou.edu/advising) academic advisement to select a major and more. Transfer tab located top right of homepage.
- [ou.edu/tutoring](http://ou.edu/tutoring) general resources and seminars, one-to-one study consulations and much more.
- [degree.ou.edu](http://degree.ou.edu) for use as a supplement to your degree sheet, General Catalog and Academic Advising.
- [write.ou.edu](http://write.ou.edu) work with writing consultants on any kind of writing at any point in the process. Online submission and consultation available.
- [ou.edu/threshold](http://ou.edu/threshold) (Trio Programs) academic and enrollment assistance for first-generation, economically disadvantage or disabled students.
- [scholarships.ou.edu](http://scholarships.ou.edu) home of CASH, the centralized academic scholarship hub. One site, endless opportunities.
- [financialed.ou.edu](http://financialed.ou.edu) OU’s financial literacy office helps you graduate with as little debt as possible.
- [goddard.ou.edu](http://goddard.ou.edu) Goddard Health Services provides professional health service to the OU community.
- [hiresooner.ou.edu](http://hiresooner.ou.edu) find internships and full-time positions post graduation.
- [jobs.ou.edu](http://jobs.ou.edu) find on-campus jobs.

### Housing and meal plans

OU proudly offers several on-campus housing* options for upper classmen. Along with our apartment complexes [OU Traditions East and West](http://ou.edu/content/housingandfood/dining/meal_plan_details), fall 2017 marks the opening of two residential colleges, Dunham and Headington. Housing and Food Services provides five commuter meal plans that are designed to allow you the freedom to eat anywhere on campus without having to worry about carrying cash or credit cards. Meal plans are applied to your OU student ID. To learn more, visit [http://www.ou.edu/content/housingandfood/dining/meal_plan_details](http://www.ou.edu/content/housingandfood/dining/meal_plan_details).

**Contact us:**

transfer@ou.edu

---

*Transfer students are not required to live on campus.*