

## BUSINESS SERVICES

### Special Charges

In some courses, special services, supplies or equipment may be used. Cost for these are not normally covered by fees, tuition or departmental operating budgets and, therefore, are incurred by the student. Special charges are itemized in student bills.

### Payment of Tuition and Fees

To remain in good financial standing with the university and thereby continue to participate in its educational programs, services and benefits, a student must meet all financial obligations incurred at the university. Enrollment in classes financially obligates the student for full payment of the fees as shown on his or her fee statement. Fees may be paid by cash, check or Visa/MasterCard/American Express. Checks sent by mail should include the student's ID number to insure proper credit. Credit card payments are accepted on the OSU-Oklahoma City web site ([www.osuokc.edu/sis](http://www.osuokc.edu/sis)).

A student who has been awarded a scholarship or fee waiver is responsible for fees and/or tuition over and above the amount awarded. A student receiving assistance with tuition and/or books from any outside agency, company or organization must submit a letter with detailed instructions and proper billing information to Business Services located in the Administration Building, Room 201. The letter must be on file prior to the fee payment deadline. Contact Business Services at (405) 945-3203 or (405) 945-3249 for additional information.

Tuition is due in full by the first day of the semester unless students choose to use the Deferred Payment Plan. (Does not require a written agreement.)

### Deferred Payment Plan

Student account balances not covered by financial aid can be divided into a maximum of four monthly payments, with the fourth payment due two weeks before the end of the semester. Accounts not paid in full two weeks before the end of the semester will have a 22 percent service charge applied to the balance and will be turned for collection at the end of the semester. OSU-Oklahoma City participates in the Oklahoma Tax Commission Warrant Intercept program, which deducts past due balances from tax refund checks.

Persons who have outstanding indebtedness to OSU-Oklahoma City, including students with the Deferred Payment Plan, are not allowed to register, receive a transcript of record or receive a diploma until such indebtedness is satisfactorily cleared with Business Services.



*Business Services accepts Visa, MasterCard and American Express.*

### Refund/Waiver of Fees

When a student enrolls at OSU-Oklahoma City, that student reserves a place that cannot be made available to another student until the student officially withdraws or drops the class. A course change period is provided at the beginning of each semester to allow some shifting of schedules and placement of students into class vacancies which may be created. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been fulfilled. Refunds to persons receiving financial aid assistance require special calculations as needed with the Office of Financial Aid and Scholarships. Refunds will not be issued, nor will charges be waived, for non-attendance. If you choose not to attend OSU-Oklahoma City, you must officially withdraw from your courses with the OSU-Oklahoma City Office of Admissions.

### Refund/Withdrawal Policy

You will be responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the defined refund add/drop period. Non-payment or non-attendance does not constitute a withdrawal or drop.

### Withdrawal and Changes of Enrollment

Changes in schedules and complete withdrawals from the institution during the defined refund add/drop period will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the defined refund add/drop period for that session except as calculated under the Return of Title IV Aid for those students benefiting from federal aid. Refund checks will be mailed to the address on record.

### Add/Drop Periods

- First week of an eight-week class
- First week of a 12-week class
- First two weeks of a 16-week class
- First day of a four-week term
- First day of a fast track term

### For more information about fees, charges, payments or refunds contact:

Business Services  
Administration Building, Room 201  
(405) 945-3203 or (405) 945-3249