Welcome to the Sooner Family! We are excited to announce that OU Enrollment & Student Financial Services has combined the offices of financial aid, scholarships, and bursar into one student-facing office called Student Financial Center (SFC). Designed to allow students to get help with questions concerning financial aid, scholarships or bursar from one central location, walk-in traffic can find SFC in Buchanan Hall. But wait- the good news continues, we have also established a single phone number, web presence, and chat functionality is coming soon.

To facilitate our expanded services, a new online system is available for students and families to complete critical financial aid forms faster and more accurately. You can securely upload documents from any device, and speed up document delivery that includes compliant e-signature capabilities for both students and parents.

This guide provides a brief explanation of student account charges, flat-rate tuition and banked hours, tuition waivers, payment dates, and billing presentment. We include an example of an OU eBill (account statement) which furnishes a preview of how we display charges, aid disbursement and other payments. The initial fall semester eBill will be available online Aug. 1 at one.ou.edu.

Our permanent office location— Buchanan Hall, Room 105 — is undergoing a remodel this summer to accommodate our expanded services. The grand opening is slated for early fall. Are you visiting campus over the summer? You can find SFC student service experts in Room 216 of Buchanan Hall. We care about your success at OU and want to assist you every step of the way. Should you have questions regarding charges and payments, please phone (405) 325-9000 or email sfc@ou.edu. For additional information, please visit the Student Financial Center website: ou.edu/sfc.

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

- **View OU-FAN to accept/decline awarded aid.** A financial aid notification is mailed and emailed to the student when their financial aid package has been awarded. Grants and Waivers are automatically accepted on your behalf; loans require a signed promissory note and additional documentation.

- **Mail scholarship checks to:**
  
  Student Financial Center - Buchanan Hall
  
  1000 Asp Ave., Room 105
  
  Norman, OK 73019-4071

  Have a question about your scholarships? Call us at (405) 325-9000.

- **Visit one.ou.edu to complete important student action steps.** 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. Missing documentation can delay disbursement of your financial aid awards and private scholarships. Check your OU email often.
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 does provide a 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 with financial aid are required to apply all of their financial aid to their account. Unpaid balances (including those participating in PP) are subject to a 1.5% service charge assessed on the 26th of each month. Service charges are calculated on charges that are 30 days old or older. To participate in the plan, pay the percentage of your balance listed in the tables below, by each due date:

<table>
<thead>
<tr>
<th>Fall and Spring Semesters</th>
<th>Summer Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Month</td>
<td>2nd Month</td>
</tr>
<tr>
<td>25%</td>
<td>33%</td>
</tr>
</tbody>
</table>

When a student is not current with the payment plan: Registration, Transcript and Graduation holds may be placed on his or her account. A $50 late penalty is added after Nov. 26, April 26 and July 26, respectively, 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 one.ou.edu home page, click the Financial tab. From the Financial page, click the box that says “Add Authorized User.” Enter the parent/user email address. To authorize access to your 1098T tax statement, select “yes” before you click continue.

Add Authorized User

E-mail address of the authorized user:  

Would you like to allow this person to view your billing statement and account activity?  

Would you like to allow this person to view your 1098-T tax statement?  

Would you like to allow this person to view your payment history and account activity?  

Continue  Cancel

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 the student enters sets the user contact information.
eBILL

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. When your eBill is ready a notification will be sent to your OU email and the users you have authorized to pay on your account. The initial eBill of each semester shows charges in summary.

To view detail of charges please visit the Account Activity page which 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.

Please note: 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.

One semester eBill example

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>7/31/2018</td>
<td>Fall 2018 (201810)</td>
<td>08/25/2018</td>
<td>$XX,XXX</td>
</tr>
</tbody>
</table>

Account Summary

<table>
<thead>
<tr>
<th>Charges</th>
<th>Credits/Anticipated Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Charges</td>
<td>$XXX</td>
</tr>
<tr>
<td>Housing</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Mandatory/Course Related Fees</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Tuition</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Total Charges:</td>
<td>$XX,XXX</td>
</tr>
<tr>
<td>Scholarships &amp; Grants</td>
<td>$XXX</td>
</tr>
<tr>
<td>Loans</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Waivers</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Cash Payment</td>
<td>$X,XXX</td>
</tr>
<tr>
<td>Total Credits/Anticipated Credits:</td>
<td>$X,XXX</td>
</tr>
</tbody>
</table>

Other Term(s) Balance | Current Term Balance | Total Amount Due |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*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. All tuition and fees must be paid by Nov. 25, April 25 and July 25. When not paid in full, a $50 late penalty will be charged to the account after 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.
**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. 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. When attempted hours* for the year are equal to or greater than 30, Banked Hours are no longer available.

*includes hours that receive a "W"

**WHAT IS C.A.S.H.**

For an admitted freshman, the scholarship application is integrated with the admission application. CASH – the Centralized Academic Scholarship Hub – is where currently enrolled OU students apply for all merit and financial need-based OU scholarships from Oct 1 to Feb 1 each year.

College-wide scholarships, departmental scholarships, financial aid scholarships, study abroad scholarships, Sooner Parents scholarships, and campus awards are all housed in CASH. Undergraduate, graduate, liberal studies, international, and study abroad populations are encouraged to access the system to apply for scholarships. To apply for scholarships for your sophomore year and beyond, please access the Centralized Academic Scholarship Hub at [ou.edu/sfc](http://ou.edu/sfc).

**529 PLAN**

529 Plan funds can pay for tuition, fees, books, supplies and computers. Residence hall expenses are covered as well. Expenses such as transportation and insurance, for example, are not covered. When unsure whether an expense qualifies, check with your plan provider. For parents who intend to pay college costs with a 529 Plan, please be sure to check with your plan provider on how to withdraw your funds correctly, as there could be penalties assessed for incorrect withdrawals. Please note: you have to spend money from your 529 account in the same calendar year (not school year) as the withdrawal. For your convenience, the plan provider can send funds directly to OU, should you choose to so direct, but please note; it could take four to six weeks to reach the Student Financial Center for posting to your student’s account. Please schedule your 529 payments accordingly. For questions about 529 Plan payments, call the Student Financial Center at (405) 325-9000.
STUDENT ACCOUNT ACTION STEPS IN one.ou.edu:

1. 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.

2. 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.

3. Authorize parents and any additional users to pay on your student account. Please note: Authorize access to 1098T (tax statement) by answering “yes” in the appropriate box at the time you authorize payment access.

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

5. 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.

6. A four month payment plan is available at 18% APR. Pay in full by Aug. 25 (fall), Jan. 25 (spring) and June 25 (summer), to avoid paying service charges and late penalties.

---

IMPORTANT BILLING AND PAYMENT DUE DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug.  1</td>
<td>First Fall Billing Statement (eBill)</td>
</tr>
<tr>
<td>Aug. 13</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 $50 late penalty</td>
</tr>
<tr>
<td>Jan.  2</td>
<td>First Spring Billing Statement (eBill)</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 $50 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

- (405) 325-9000 1000 Asp Ave., Room 105
- sfc@ou.edu Norman, OK 73019-4071
- @OU_SFC Office Hours M-F: 9 a.m. to 5 p.m.