



STUDENT FINANCIAL CENTER  
*The UNIVERSITY of OKLAHOMA*

# PAYMENT GUIDE



We care about your success at OU and want to assist you every step of the way.

This guide provides a brief explanation of student account charges, flat-rate tuition and banked hours, tuition waivers, payment dates, and billing. You'll also find an example of an OU eBill (account statement), so you can see a preview of how we display charges, aid disbursements, and other payments. Your fall semester eBill will be available online the first week of August at [one.ou.edu](https://one.ou.edu).

Throughout your time at OU, questions regarding financial aid (loans, grants, and work-study), scholarships, billing, and payment processes can all be answered at the Student Financial Center (SFC). The SFC is open from 9 a.m. to 5 p.m., Monday through Friday. Walk-ins are welcome in Buchanan Hall 105, or you can reach us by phone at **(405) 325-9000** or email at [sfc@ou.edu](mailto:sfc@ou.edu). For additional information, please visit [ou.edu/sfc](https://ou.edu/sfc).

We look forward to working with you!

☐ **Confirm 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](https://one.ou.edu).

☐ **View OU-FAN to accept/decline offered aid.**

A financial aid notification is mailed and emailed to students when their financial aid is offered. Grants and waivers are automatically accepted on your behalf; loans require a signed promissory note and additional documentation.

☐ **Mail scholarship checks and payments to:**

The University of Oklahoma  
Student Financial Center - Buchanan Hall  
1000 Asp Ave., Room 105  
Norman, OK 73019-4071

A dropbox is available in Buchanan Hall for check payments. Please note that cash payments are not accepted. Call us at **(405) 325-9000** with questions.

☐ **Visit [one.ou.edu](https://one.ou.edu) to complete important student action steps.**

Important communication regarding your account—such as financial aid notifications (**OUFAN**), missing documentation reminders, monthly eBill and eRefund notifications—are sent through your OU email. Missing documentation can delay disbursement of accepted financial aid and private scholarships. Check your OU email often.

## Questions about financial planning and how to pay for college?

The MidFirst Bank MoneyCoach Program assists students with personalized, effective financial planning, money coaching, and financial education strategies to help ensure healthy lifelong financial behaviors, continuous enrollment and, ultimately, graduation from OU. To learn more about the program, please visit [ou.edu/moneycoach](https://ou.edu/moneycoach) or email [moneycoach@ou.edu](mailto:moneycoach@ou.edu).



# ONLINE PAYMENT

All payments must be paid in U.S. currency. Checks should be made payable in U.S. dollars and drawn on a U.S. bank account. International account payments can be made through Flywire.

**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.

**Credit Cards:** American Express, Discover, MasterCard, and/or Visa credit card payments are accepted *only* on **one.ou.edu**. A 2.85% convenience fee (minimum \$3) is added to each credit card transaction.

# PAYMENT PLAN

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 which have been billed. To participate in the plan, pay the percentage of your monthly statement balance listed in the tables below, by each due date:

Fall and Spring Semesters				Summer Enrollment	
1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
<b>25%</b> of	<b>33%</b> of	<b>50%</b> of	<b>100%</b> of	<b>50%</b> of	<b>100%</b> of
1 <sup>st</sup> statement balance	2 <sup>nd</sup> statement balance	3 <sup>rd</sup> statement balance	4 <sup>th</sup> statement balance	1 <sup>st</sup> statement balance	2 <sup>nd</sup> statement balance

When a student is **not** current with the payment plan, registration holds will be placed on the account. A \$50 late penalty is added on/after Nov. 26, April 26, and July 26, respectively, when all current tuition and fees are not paid in full. Transcript holds will be placed for unpaid prior term balances.

# PARENT/USER PAYMENT AUTHORIZATION

Setting up an Authorized User gives a person permission to make payments on a student's account, receive tax and billing statements, and for them to be able to discuss the account with the SFC. 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 link that says "Add Authorized Users." Enter the parent/user email address. To authorize access to your 1098T tax statement, select "yes" before you click continue.

Add Authorized User

Email address of the authorized user:

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Continue

Cancel

Authorized users (AU) will receive two emails: 1) confirming access, and 2) login instructions. Find the AU login at **link.ou.edu/au-pay**. eNotification is sent when a new eBill is ready for viewing.

**Note: the email address the student enters sets the authorized 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 is sent to your OU email and the users you have authorized to pay on your account. Please note: Students access the payment portal from **one.ou.edu**, and authorized users can enter the payment portal from **link.ou.edu/au-pay**.

The initial eBill of each semester shows charges in summary. To see transactions as a single-line item, click the 'View Activity' button when you are logged into your Pay page. In cases where you change your enrollment during the add/drop period (first 10 days of fall and spring semesters), 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 their 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.**



**Buchanan Hall**  
**1000 Asp Ave, Rm 105**  
**Norman, OK 73019-0430**  
**(405) 325-9000**  
**ou.edu/sfc**

Statement Date	Term	Due Date	Total Amount Due
7/31/20XX	Fall 20XX (20XXXX)	8/25/20XX	\$XX,XXX

Student Name  
Billing Address  
City, State and Zip  
**Account ID: XXX-XX-XXXX**

### Account Summary

Charges		Credits/Anticipated Credits	
Department Charges	\$XXX	Scholarships & Grants	\$XXX
Housing	\$X,XXX	Loans	\$X,XXX
Mandatory/Course Related Fees	\$X,XXX	Waivers	\$X,XXX
Tuition	\$X,XXX	Cash Payment	\$X,XXX
Total Charges:	\$XX,XXX	Total Credits/Anticipated Credits:	\$X,XXX

Other Term(s) Balance	Current Term Balance	Total Amount Due
\$	\$	\$

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

YOUR BALANCE IS DUE IN FULL EACH MONTH. A 1.5% service charge with an effective APR of 18% 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 on/after Nov. 26, April 26, and July 26. Please include your OU ID number on your payment to ensure proper posting. Please log in to **one.ou.edu** > Financial Tab > Bursar Section > Make Payment 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 for tuition and mandatory fees. Students enrolled in fewer than 12 hours pay per credit hour. Flat rate does not apply to graduate/law/advanced program students, or course/program/Academic Excellence fees. Students enrolled in only liberal studies courses will be charged tuition and fees on a per-credit-hour basis. 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'

## Fall Semester Hours Enrolled



## Spring Semester Hours Enrolled



## Summer Semester Hours Enrolled



- charged per hourly rate
- charged per flat rate
- banked hours\*/charged per hourly rate
- flat rate break even
- cost savings with flat rate

\*Flat-rate must be paid each semester to utilize banked hours.

To learn more about OU's residency status policy for in-state/out-of-state tuition, please visit [ou.edu/admissions/resident-tuition-policy](https://ou.edu/admissions/resident-tuition-policy).

# WHAT IS CASH?

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/cash](https://ou.edu/cash).

For incoming students, the scholarship application is integrated with the admission application. Once incoming students begin taking classes at OU, they can apply for scholarships for the next academic year through CASH.

# 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 families 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, but please note it could take four to six weeks to reach SFC 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**.

\*529 Plan procedures may differ from state to state, for questions please contact your plan provider directly.

# STUDENT ACCOUNT ACTION STEPS 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 communication 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 (AU) 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. Find the AU login link at **ou.edu/sfc**.
- ☐ Sign up for **eRefund** and receive authorized 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.**
- ☐ Pay your student bill in full by Sept. 25, Feb. 25, and June 25, to avoid paying service charges and late penalties. Service charges and late penalties will not be removed due to late or nonpayment.

## IMPORTANT BILLING AND PAYMENT DUE DATES

1 <sup>st</sup> week of August	First fall billing statement (eBill)
10 days prior to first day of fall classes	Early disbursement of financial aid, waivers, and scholarships
September 25	Last day to pay fall balance without service charges*
November 25	Last day to pay fall tuition and fees without \$50 late penalty
1 <sup>st</sup> week of January	First spring billing statement (eBill)
10 days prior to first day of spring classes	Early disbursement of financial aid, waivers, and scholarships
February 25	Last day to pay spring balance without service charges*
April 25	Last day to pay spring tuition and fees without \$50 late penalty
June 25	Last day to summer balance without service charges

\*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/sfc
-  sfc@ou.edu
-  @OU\_SFC
-  @SFCOU
-  @uofoklahoma\_sfc

Buchanan Hall  
1000 Asp Ave., Room 105  
Norman, OK 73019-4071  
Office Hours M-F: 9 a.m. - 5 p.m.  
(405) 325-9000