

**WE ARE...  
MARSHALL.**



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# Office of the Bursar

## Orientation 2014

**Best. Decision. Ever.**



# What is a Bursar?

bur-sar [*bur-sahr*]

Derived from “bursa”, Latin for purse, bursar literally means “keeper of the purse.”

# The Billing Process

- ▶ Tuition is assessed when a student registers for classes
- ▶ Except for the Fall semester, students can view tuition charges online immediately after registration
- ▶ Additional time may be required for financial aid figures to be updated (Financial aid processing time varies from student to student)
- ▶ Students will receive notification via the Marshall email account when new billing activity occurs

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# Due Dates

- ▶ A tuition due date is assigned during a billing process
- ▶ Students may have varying due dates
- ▶ Factors affecting due dates
  - Date of registration
  - Student's last name
- ▶ Students paying after the due date, but by the cancellation date will be assessed a **\$25 late payment fee**

# Cancellation Dates

- ▶ Cancellation date is last date a payment may be made before courses are cancelled for non-payment of tuition/fees
- ▶ Students not paying by the cancellation date will be subject to withdrawal of Fall 2014 courses
- ▶ *Failure to receive a billing statement will not be accepted as a reason for missing the payment deadline*

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# Tuition Schedule

► For planning purposes, anticipate that tuition payments will be due:

- ❖ FALL            2<sup>nd</sup> week of August
- ❖ SPRING        2<sup>nd</sup> week of December
- ❖ SUMMER       Throughout May

# Tuition & Fees (per semester)

## ▶ Full-time On-Campus *Base* Tuition

❖ WV Resident*	\$3,263
❖ Metro*	\$5,753
❖ Non-Resident*	\$7,513

## ▶ Electronic Courses

❖ \$237/credit hour

▶ Freshman Residence Hall \$2,954

▶ Board/Meal Plan\* \$1,819

\*Does not include course, lab and/or college fees

\*Board/Meal Plans may vary

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# Payment Options

- ▶ *Online (easiest, most convenient)*
  - American Express, Discover, MasterCard, VISA\*
  - Electronic Check
- ▶ **Phone**
  - American Express, Discover, MasterCard, VISA\*
  - Electronic Check
- ▶ **Mail**
  - Check or Money Order only
- ▶ **In Person**
  - Cash
  - Check or Money Order
  - American Express, Discover, MasterCard, VISA\*

\*2.5% processing fee will be incurred for each credit/debit card payment

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# Paying Online



- ▶ View current/outstanding balances
- ▶ Send messages directly to Bursar's Office
- ▶ View account history by term
- ▶ E-billing
- ▶ View payment history
- ▶ Pay deposits
- ▶ Pay for parking permits & citations
- ▶ View financial holds
- ▶ Parent/Guardian authorization for account access
- ▶ View/print official receipts
- ▶ View/print 1098-T tax forms

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Person, Dummy Test  
 901  
 No Email Address Found

**Account Summary**

**Enrollment Deposit Due**

**Semesters with Outstanding Balances**

Term	Amount	Payment Due Date	Action
Spring 2014	\$100.00	04/09/2014	<a href="#">Pay</a>
Summer I 2013	\$20.00	05/17/2013	<a href="#">Pay</a>
Spring 2012	\$50.33	12/06/2011	<a href="#">Pay</a>
Fall 2011	\$557.75	11/30/2011	<a href="#">Pay</a>
Spring 2011	\$39.00	03/30/2011	<a href="#">Pay</a>

**Marshall Messages**

Date	Subject	Action
09 / 12 / 2012	OASIS Payment Reminder	<a href="#">View Message</a>
09 / 18 / 2012	OASIS 2nd Payment Reminder	<a href="#">View Message</a>
08 / 12 / 2013	TUITION PAYMENT REMINDER	<a href="#">View Message</a>
		<a href="#">View All</a>
<a href="#">Send Us A Message</a>		



**Financial Obligation Holds**

Date	Description	Amount
------	-------------	--------

No current financial holds found for this account.

**Electronic Billing History**

Date	Term	Amount	Action
------	------	--------	--------

No Current Electronic Bills Available

**Account Review by Term**

Term	Amount	Action
Intersession 2014	\$ 0.00	<a href="#">View Details</a>
Spring 2014	\$ 100.00	<a href="#">View Details</a>
Fall 2013	\$ 0.00	<a href="#">View Details</a>
Summer I 2013	\$ 20.00	<a href="#">View Details</a>
<a href="#">View All</a>		

**Payment History**

Date	Term	Amount	Type
02/14/2014	Spring 2014	\$ 45.00	Credit/Debit Card Payment
02/14/2014	Spring 2014	\$ 36.00	Credit/Debit Card Payment
02/14/2014	Spring 2014	\$ 69.00	Credit/Debit Card Payment
02/14/2014	Spring 2014	\$ 270.00	Credit/Debit Card Payment
<a href="#">View All</a>			

## Account Miscellany

### Permits

Status	Permit Number	Decal Number	Expires	Amount
Current Permit	E5061	1380	06/30/2014	Paid

### Citations

To Find/Pay Citations please follow the link: [Citations Page](#)

### Marshall Housing Application

[Pay Housing Deposit](#)

## Account Additional

### Official Receipt

Select Term:

\* Requires Adobe PDF reader and opens in a new window. Please turn off popup blockers.

### 1098T Tax Forms

Select Year:

\* Requires Adobe PDF reader and opens in a new window. Please turn off popup blockers.

### Who Can Access My Account

User	Status	Action
lambnb07	Active	<a href="#">View/Edit Access Settings</a>
<a href="#">View All</a>		

[Add Third Party User Access](#)

## Create New User Profile

New User ID\*:

New User Email Address\*:

User Pin: This will be sent to the email address entered above and must be changed on first login by the new user.

Login Status:  Active  Inactive

Access Type	No Access	View Only	Full Access
Payment Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
OASIS Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Messages Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Account History Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Billing History Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment History Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permits Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citations Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holds Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Receipts Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
1098T Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enrollment Deposit Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing Deposit Access:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* - Required

Create New Account Options:

# Payment Plan



- ▶ Exclusive payment plan for tuition and housing costs (*Fall and Spring only*)
- ▶ Provides three equal payments for outstanding tuition and/or housing charges after any applicable financial aid has been applied
- ▶ First payment is due in accordance with due date on paper/electronic billing statement and/or at time of enrollment
- ▶ A 1% enrollment fee will be charged to your final two payments
- ▶ For Fall 2014, the 2<sup>nd</sup> payment is due by September 15<sup>th</sup> and the 3<sup>rd</sup> is due by October 15<sup>th</sup>
- ▶ A 2.5% processing fee will be applicable on each payment if made by credit/debit card
- ▶ Enroll online or in person

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# Refunds

- ▶ All student refunds are issued by Marshall through Higher One
- ▶ Students will select a refund preference during ID card activation at [www.marshalluone.com](http://www.marshalluone.com)
  - Open a One Account through Higher One
    - Students receive refunds the same day the school transmits them to Higher One
  - Electronic transfer to another bank account
    - Additional 2-3 business days
  - Receive a paper check
    - Additional 5-7 business days



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# Refunds

## ▶ Excess Financial Aid

- Disbursed 7-10 business days after released to student's account by Financial Aid Office
- Earliest disbursement is the first day of classes

# Refunds

## ▶ Tuition and Fees

- “Regular” refunds take approximately 3 weeks from the date of the transaction causing the credit
- Payments made by credit/debit cards are refunded back to that card
- All other payments are refunded through Higher One via the method selected by students during ID card activation
- Financial aid recipient accounts must be reviewed by the Financial Aid Office before a student fee refund can be issued
  - Monies may have to be returned to funding source

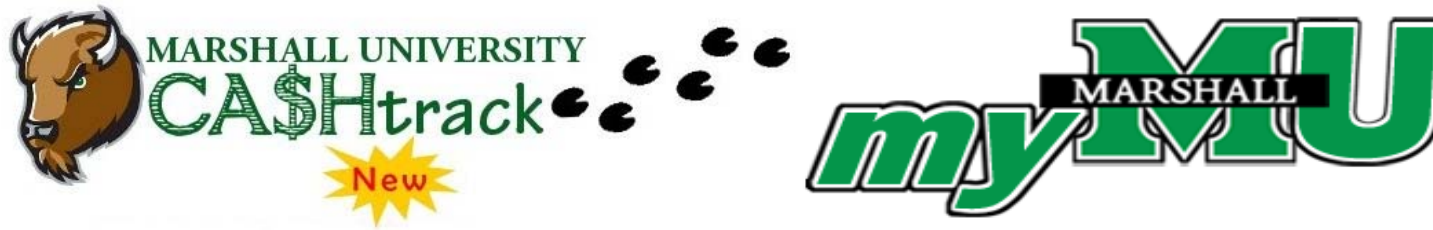
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# 1098-T Form

- ▶ Provided to assist families in claiming the American Opportunity & Lifetime Learning tax credits
- ▶ Mailed to student's permanent address by January 31<sup>st</sup> each year
- ▶ Also available online at [www.marshall.edu/bursar](http://www.marshall.edu/bursar)
- ▶ Issued to all students whose tuition and eligible expense charges exceed the amount of scholarships, grants and waivers received during the tax (calendar) year
- ▶ Please contact your tax consultant to determine if you are eligible to claim the credit(s)

# Correspondence



- ▶ Students should check Marshall email accounts regularly
- ▶ Electronic communications include:
  - Billing Activity
  - Due Dates
  - Payment Reminders
  - Cancellation Notices

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# Questions?

- ▶ Information Pamphlet provided in Orientation packets about CA\$Htrack and Bursar's Office
  - 101 Old Main, Huntington, WV 25755
  - (304) 696-6620 or (800) 438-5389
  - Office Hours: Monday - Friday  
8:00AM - 5:00PM
  - [www.marshall.edu/bursar](http://www.marshall.edu/bursar)