

**WE ARE...  
MARSHALL.**



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# Office of the Bursar

## Orientation 2017

**Best. Decision. Ever.**

# What is a Bursar?

**bur-sar** [*bur-sahr*]

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

# Billing Information

- ▶ Billing information is available through [CASHtrack](#) providing students and parents with a single location to access financial information, services and documents
- ▶ Review your bill at [CASHtrack](#) to make sure it accurately reflects the courses you plan to take as well as any expected Financial Aid
- ▶ Pay your bill on [CASHtrack](#) by the tuition due date to avoid a \$25.00 late fee. Pay your bill by the cancellation date to avoid administrative withdrawal for nonpayment of fees
- ▶ If you are not attending, be sure to officially withdraw from all of your classes or you will be responsible for tuition and fees assessed

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# Due Dates

- ▶ A tuition due date is assigned during the billing process
- ▶ Students may have varying due dates
- ▶ Students paying after the due date will be assessed a **\$25 late payment fee**. Pay your bill by the cancellation date to avoid administrative withdrawal for nonpayment of fees.

# Cancellation Dates

- ▶ The cancellation date is the last date a payment may be made before a student is administratively withdrawn for nonpayment of fees
- ▶ *Failure to receive a billing statement will not be accepted as a reason for missing the payment deadline*

# 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)

- ▶ Fees for the 2017-18 academic year have not been approved by the Marshall University Governing Board. Once approved a complete schedule of tuition\* and housing/resident life fees\* can be found on our website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar)

\*Base tuition does not include college and program fees

\*Electronic courses have an additional \$40 per credit hour delivery fee

\*Housing and Resident Life 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\*

\*2.25% processing fee will be incurred for each credit/debit card payment



# 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
- ▶ Apply for room/board




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# 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 2017, the 2<sup>nd</sup> payment is due by September 11<sup>th</sup> and the 3<sup>rd</sup> and final payment is due by October 11<sup>th</sup>
- ▶ A 2.25% processing fee will be applicable on each payment if made by credit/debit card
- ▶ Enroll online or in person

# Refunds

- ▶ All student refunds are issued by Marshall through  TouchNet<sup>®</sup> + Heartland
- ▶ Students will select a refund preference logging into  myMU utilizing the quick launch button  e-Refund
- ▶ WE ENCOURAGE YOU TO SELECT ELECTRONIC DIRECT DEPOSIT TO ANY BANK ACCOUNT OF YOUR CHOICE
  - Direct Deposit refunds processed within 2-3 business days
  - Paper check refunds can take 7-10 business days

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# Refunds

## ▶ **Excess Financial Aid**

- **Disbursed 5-7 business days after released to the student's account by the Office of Student Financial Assistance**
- **Earliest disbursement is the first day of classes**

# MARSHALL UNIVERSITY AND PNC BANK



- ▶ Marshall University has partnered with \*PNC Bank to offer our students a number of Student Banking options that can make it easier to manage their finances:
- ▶ More than (8,600) free PNC ATM's, including two campus locations, all Sheetz stores, and the Mid-Ohio Valley Center in Point Pleasant.
- ▶ 24/7 DepositEasysm ATM at the Memorial Student Center-deposit checks or cash, make withdrawals (including \$1 bills), transfer funds, cash checks and more
- ▶ Full-featured online and mobile banking
- ▶ In-person service at our nearby Chesapeake Plaza branch
- ▶ Virtual Wallet Student friendly tools
- ▶ You can learn more about PNC Bank Virtual Wallet on the website and/or apply for a PNC Bank account online at [www.pnc.com/marshall](http://www.pnc.com/marshall)

\* While PNC Bank is on campus as a convenience to the Marshall University community, you are under no obligation to bank with PNC and may bank with any institution you choose.

# 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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# Contact Us At

## Marshall University Office of the Bursar

- 101 Old Main, One John Marshall Drive,  
Huntington, WV 25755-4200
- Phone: (304) 696-6620 Fax: (304) 696-3588
- Email: [bursar@marshall.edu](mailto:bursar@marshall.edu)
- Website: [www.marshall.edu/bursar](http://www.marshall.edu/bursar)
- Office Hours: Monday - Friday  
8:00AM - 5:00PM