



MARSHALL UNIVERSITY

Office of the Bursar and
Office of Student Financial Assistance



What is a Bursar?

bur-sar [*bur-sahr*]

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



Key Dates

Due Dates

- 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 courses.
- *Failure to receive a billing statement will not be accepted as a reason for missing the payment deadline.*



Tuition & Fees (per semester)

- Full-time On-Campus *Base* Tuition
 - WV Resident* \$3,577
 - Metro* \$6,278
 - Non-Resident* \$8,191
- Freshman Residence Hall \$3,133
- Board/Meal Plan* \$1,930

* Does not include college and program fees. Electronic (online) courses have an additional \$40/credit hour delivery fee.

* Board/Meal Plans may vary.



Paying Tuition

Tuition Due Dates

- For planning purposes, anticipate that tuition payments will be due:
 - FALL - 2nd week of August
 - SPRING - 2nd week of December
 - SUMMER - Throughout May

Payment Options

- Online (easiest, most convenient)
 - American Express, Discover, MasterCard, VISA*
 - Electronic Check
- Phone
 - Same as online
- Mail
 - Check or Money Order only
- In Person
 - Same as online including check and cash

*A 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 and citations
- View financial holds
- Parent/guardian authorization for account access
- View/print official receipts
- View/print 1098-T tax forms
- Apply for room/board

Semesters with Outstanding Balances

Term	Amount	Payment Due Date	Action
Summer I 2016	\$4080.00	<u>Due Date Information</u>	<u>Pay</u>

Permits				
Status	Permit Number	Decal Number	Expires	Amount
Current Permit	S12345	12345	06/30/2015	Paid

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

Who Can Access My Account

User	Status	Action
beckett	Active	<u>View/Edit Access Settings</u>
bbtrick	Active	<u>View/Edit Access Settings</u>
Test1	Active	<u>View/Edit Access Settings</u>
Test1	Active	<u>View/Edit Access Settings</u>

[View All](#)

[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:

Create Account

Reset Account



Payment Plan OASIS

- 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 2015, the 2nd payment is due by September 12th and the 3rd is due by October 12th
- A 2.25% processing fee will be applicable on each payment if made by credit/debit card
- Enroll online or in person



1098-T Form

- Provided to assist families in claiming the American Opportunity & Lifetime Learning tax credits
- Mailed to student's permanent address by January 31st each year
- Also available online at 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 frequently
- Electronic communications include:
 - Billing activity
 - Due dates
 - Payment reminders
 - Cancellation notices



Find Your Financial Aid on myMU

Click the Financial Aid tab



The screenshot shows the myMU website interface. At the top, there is a navigation bar with tabs: Home, Student, Employee, Faculty, Campus Life, Library, **Financial Aid**, Finance, and Feedback. A red arrow points to the 'Financial Aid' tab. Below the navigation bar, the main content area features a large green heading: "Want to know about your financial aid?". Underneath this heading is a list of bullet points: "Awards", "Requirements", "Eligibility", and "And more". To the right of the list is a cartoon character, a black bean-like figure with a white face, looking confused with its arms raised. Above the character are icons for a mobile phone, a dollar sign, and a clock. Below the character, the text reads: "Log into myMU Then click Financial Aid tab". On the left side of the page, there is a "QuickLaunch Navigation" sidebar with various icons and links, including "LaunchPad", "Personal Information", "Employee Self Service", "Student Tools", "Faculty Tools", "Student Account Information", "Course Schedule and Grades", "Registration", "Financial Aid Information", "Student Services", "MU Support", "Social Networking", "Briefcase", "Emergency Notification System", "Degree Works for Students", and "Degree Works for Faculty". At the bottom of the page, there is a "Message Boards" section with a search bar and a table with columns for "Category", "Categories", "Threads", and "Posts". On the right side of the page, there are several widgets: a "Calendar" showing the date June 13, 2014 (Friday), a "Bookmarks" section with "My Entries" and "Recent Entries" tabs, and a "Local Weather" section for Huntington, WV, showing a current temperature of 67°F and a cloudy sky.



Navigate Awards, Eligibility, etc.

Click the Financial Aid Status link

The screenshot shows the myMU website interface. A red arrow points to the 'Financial Aid Status' link in the 'Financial Aid Main Menu' section. The page is divided into several columns and sections:

- Welcome:** Contains a welcome message from the Office of Student Financial Assistance, a photo of graduates, and a paragraph about the university's commitment to providing the best educational experience while ensuring cost is not a barrier. It also mentions that 77% of undergraduate students receive some form of financial assistance, totaling approximately \$139.5 million.
- Financial Aid Main Menu:** Contains several links:
 - [Financial Aid Status](#): View overall status, academic progress, cost of attendance, financial aid awards, and messages.
 - [Eligibility](#): Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.
 - [Award](#): View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.
 - [E-mail the Marshall University Financial Aid Office](#)
 - [General Financial Aid](#): Financial Aid Application and Information Links
- Financial Aid Counselor Information:** A table listing staff members, their contact information, and the number of students they have served.
- Quick Links:** Contains logos and links for:
 - Marshall University logo
 - Satisfactory Academic Progress Policy and Deadlines for Appeal
 - FastWeb logo
 - General Scholarship Search Tools
 - Review Your Student Loan Debt
 - Marshall University logo
 - Summer Financial Aid Application Procedures
- Meet Our Staff:** A photo of the financial aid staff members wearing green shirts with 'FAFS' and 'FASD' logos.

Name	E-mail	Phone	Students served
Jennifer Jimison	jimison@marshall.edu	304.696.2280	A-Ch
Missy White	white30@marshall.edu	304.696.2274	CI-GI; Physical Therapy, Pharmacy, CAMC, & EMBA
Rachel Hagen	hagen@marshall.edu	304.696.3513	GJ-K; Loan Repayment & Debt Management
Sarah Musgrave	musgrave3@marshall.edu	304.696.3793	L-O; Athletes
Katlin Christian-Webb	christian67@marshall.edu	304.696.3158	P-So
Cindy Canterbury	madden2@marshall.edu	304.696.6090	Sp-Z
Prudence Barker	barkerp@marshall.edu	304.691.8739	Medical



Accepting Award Offers

Choose an Aid Year then Accept Award Offer tab

Award Package By Aid Year July 1, 2015 to June 30, 2016 901001405 Kathy J. Blank
Jun 12, 2015 11:19 am

General Information | Award Overview | **Accept Award Offer** | Special Messages

[Print](#)

******FINANCIAL AID AWARD TERMS & CONDITIONS******

Before reviewing your award offers below, please read the following section carefully to avoid misunderstanding.

Your financial aid awards below are estimated until they disburse (credit) to your Student Account with the Bursar Office. Awards become finalized after verification has been completed (when required) and your eligibility has been confirmed. Any changes made to your financial aid application, housing status, enrollment status, residence status, eligibility status or if you subsequently receive additional financial aid, may result in adjustments to your financial aid awards. If this occurs, you will be notified.

Your original financial aid awards are based on full-time enrollment. Also, assumptions were made regarding your housing status. Please review your financial aid status by clicking on the **Student Services & Financial Aid** tab above then clicking on the **Financial Aid Main Menu** link and then clicking on the **Financial Aid Status** link. Financial Aid Status includes information about your housing status, awards, satisfactory academic progress, and academic transcript. It also includes information about your estimated Cost of Attendance (COA). COA is not what you will be billed for by the Marshall University Office of the Bursar; costs vary depending on your academic program, living arrangements, your personal decisions regarding miscellaneous expenses, etc. Visit <https://epay.marshall.edu/secure/cgi/ebill.cgi> for specific information about your Marshall University charges.

Your awards below specify dollar amounts for specified semesters/terms. Each award is hyperlinked to provide you the specific terms and conditions of the award and if required additional steps you must take to receive the award.

To receive your award, you must "accept" fully or partially. If you do not want or need the award offer, you must "reject" it. If at a later time you wish to have an award you rejected to be reinstated, you must download and complete an [Award Re-Evaluation](#) form. Also, if any of the criteria listed below apply to you, you must also complete and submit an [Award Re-Evaluation](#) form:

- You plan to enroll part-time
- You plan to enroll for one term only or anticipate graduating in December
- Your anticipated living arrangements are different than noted in your information within the [Financial Aid Status](#) link
- Your residency status for tuition rate changes
- You wish to reduce your Federal Direct Loan offer (that you've already accepted)

If you need additional financial aid assistance to cover your educational costs to attend Marshall University, you or your parent (if dependent) may want to talk to a financial aid advisor. For more information about loan options, please visit www.marshall.edu/go/loans.

When you accept your financial aid awards, you are accepting the terms and conditions of receiving financial aid. Be sure to visit www.marshall.edu/sfa to review the terms and conditions of financial aid awards, eligibility requirements, disbursement rules, financial aid refund dates, and the [Financial Aid Satisfactory Academic Progress Policy](#) requirements.

*****!*****

Options for Accept Award Offers include:

- Accept the full award amount by selecting **Accept Full Amount of All Awards**.
- Choose **Decline or Accept** for each fund.
- Accept a partial amount by selecting **Accept** and entering the amount in the **Accept Partial Amount** field.

Award Decision Fund	Status	Term	Amount	Accept Award	Accept Partial Amount
A. Michael Perry Scholarship	Offered (manual)	Fall 2015	\$500.00		
	Offered (manual)	Spring 2016	\$500.00		

Award Message - Internet Explorer

https://mussbprod.marshall.edu/banprod/bwrkchst.P_Popup_Message?aidy=1516&fund=T4R

Fund
A. Michael Perry Scholarship

Message
Congratulations on your selection to receive the Marshall University A. Michael Perry Scholarship for WV residents. To remain eligible for this scholarship, you must enroll full-time each semester, successfully complete 30 credit hours each academic year, and earn a cumulative GPA of 2.75 at the end of your freshmen year and 3.0 thereafter. This is a four-year scholarship and can only be applied to courses taken during the fall and spring semesters. This is a tuition-waiver scholarship and can only be applied to Marshall University tuition charges; it may not be applied to charges for online courses. This scholarship waiver does not cover tuition charges from St. Mary's Center for Education or from other consortium colleges and universities.

RELEASE: 8.21.1



Satisfying Requirements

Personal Information Student Services & Financial Aid Employee Self Service Information Release

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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Eligibility Requirements for July 1, 2016 to June 30, 2017

Student Requirements Holds Academic Progress

Unsatisfied Requirements

Requirement	Status
Dependent Verification Worksheet (1617) Student and parent must complete this 2 page worksheet and provide both student and parent signatures on the first page. Processing of your financial aid will not be finalized until this form has been received with any other required documentation/forms and processing by the Office of Student Financial Assistance.	Received-Not Yet Reviewed
Parent (s) 2015 IRS Tax Return Transcript 1617 Please make a correction to your FAFSA using the IRS Data Retrieval Tool to import your parents' 2015 tax information directly from the IRS. If you cannot use this tool, provide a copy of your parents' 2015 IRS Tax Return Transcript. Processing of your financial aid will not be finalized until this documentation has been received and processed by the Office of Student Financial Assistance.	Requirement established
Student's 2015 IRS Tax Return Transcript (1617) Please make a correction to your FAFSA using the IRS Data Retrieval Tool to import your 2015 tax information directly from the IRS. If you cannot use this tool, provide a copy of your 2015 IRS Tax Return Transcript. Processing of your financial aid will not be finalized until this documentation has been received and processed by the Office of Student Financial Assistance.	Requirement established

What has been received by the office

What is still needed



How Do I Borrow an FDL?

- Accept all or a portion of your FDL offer(s)
- Remember: Subsidized is more favorable than Unsubsidized
- Visit www.studentloans.gov to complete
 - FDL Entrance Loan Counseling
 - FDL Master Promissory Note(You will need your FSA ID, Driver's License Number, and two references)

A screenshot of the Federal Student Aid website. The header includes the 'Federal Student Aid' logo, the text 'An OFFICE of the U.S. DEPARTMENT of EDUCATION', and 'PROUD SPONSOR of the AMERICAN MIND™'. The 'StudentLoans.gov' logo is in the top right, with 'English | Español' below it. A navigation bar contains links for 'My Account', 'Getting Loans', 'Tools and Resources', 'Managing Repayment', 'FAQs', and 'Contact Us'. The main content area features a banner image of a diverse group of students in a classroom, with one student raising their hand. To the right of the banner is a white box with a green 'Log In' button and text about the FSA ID requirement as of May 10, 2015. Below the banner is a link to find student loan repayment options. A navigation bar below that has four categories: 'Undergraduate Students', 'Graduate/Professional Students', 'Parent Borrowers', and 'Repayment and Consolidation'. The 'Undergraduate Students' section is expanded, showing 'Student Loan Process' with instructions to complete the FAFSA at www.FAFSA.gov, and 'What Can I Do When I Log In?' with a list of four tasks: Complete Entrance Counseling, Complete Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN), Complete Financial Awareness Counseling, and Complete Exit Counseling. A 'Watch to Learn More!' section is also visible with a video thumbnail titled 'MYTH #5'.



How Do I Borrow an FDL Plus?

- Parent visits www.studentloans.gov to complete the PLUS request process
- SFA Office will receive approval or denial
- If denied, student will be offered up to an additional \$4,000 unsubsidized FDL, although parent may apply again with an endorser

The screenshot shows the Federal Student Aid website. At the top, it says "Federal Student Aid" and "PROUD SPONSOR of the AMERICAN MIND™". Below that, it says "An OFFICE of the U.S. DEPARTMENT of EDUCATION". On the right, there is a "StudentLoans.gov" logo with "English | Español" below it. A navigation bar contains links for "My Account", "Getting Loans", "Tools and Resources", "Managing Repayment", "FAQs", and "Contact Us". The main content area features a large image of graduates in caps and gowns. To the right of the image is a box with text: "As of May 10, 2015 you must have a verified FSA ID (Username & Password) instead of a PIN to log in to StudentLoans.gov. Create an FSA ID. If you have a verified FSA ID, log in to StudentLoans.gov. For assistance, call: 1-800-557-7394. Log In". Below the image is a link: "Find out your student loan repayment options here". At the bottom, there are four main categories: "Undergraduate Students", "Graduate/Professional Students", "Parent Borrowers", and "Repayment and Consolidation". Under "Undergraduate Students", it says "Student Loan Process" and "Complete the Free Application for Federal Student Aid (FAFSA®) at www.FAFSA.gov. This is your first step in getting student aid. You must do this every year." Under "Graduate/Professional Students", it says "What Can I Do When I Log In?" and lists: "Complete Entrance Counseling", "Complete Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN)", "Complete Financial Awareness Counseling", and "Complete Exit Counseling". Under "Parent Borrowers", it says "Watch to Learn More!" and shows a "MYTH #5" graphic with "FALSE" written on it.



Refunds

All student refunds are issued by Marshall through Heartland ESCI.

Students will select a refund preference by logging into



and utilizing the quick launch button.



Electronic transfer to back account: refunds 2-3 business days

Receive a paper check: refunds 7-10 business days



Refunds

- Excess financial aid
 - Disbursed 5-7 business days after released to student's account by Office of Student Financial Assistance
 - Earliest disbursement is the first day of classes
- Tuition and Fees
 - All other credits to the account that are not caused by Financial Aid
 - “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 Heartland ESCI via the method previously selected
 - Financial aid recipient accounts must be reviewed by the Office of Student Financial Assistance before a student fee refund can be issued. Monies may have to be returned to funding source.



Contact Us

Bursar

Information pamphlet about CA\$Htracks and Bursar's Office in orientation packet

- Office Location: 101 Old Main
- Business Hours: 8 a.m. - 5 p.m., M-F
- Phone: 304.696.6620
- Fax: 304.696.3588
- email: bursar@marshall.edu
- Website: www.marshall.edu/bursar

Financial Aid

Visit us today: 11 a.m.-12:30 p.m. or 3:30-4:45 p.m.

- Office Location: 116 Old Main
- Business Hours: 8 a.m. - 5 p.m., M-F
- Phone: 304.696.3162
- Fax: 304.696.3242
- email: sfa@marshall.edu
- Website: www.marshall.edu/sfa
- Facebook: www.facebook.com/marshallsga