

### 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 nonpayment of tuition/fees.
- Students not paying by the cancellation date will be subject to withdrawal of courses.
- Failure to receive a billing statement will <u>not</u> 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

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

<sup>\*</sup> 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				Citations		
Status	Permit Number	Deoal 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	View/Edit Access Settings
	bbtrick	Active	View/Edit Access Settings
	Test1	Active	View/Edit Access Settings
	Test1	Active	View/Edit Access Settings

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							
Login Status: O Active • Inactive							
Access Type	No Access	View Only	Full Access				
Payment Access:	•	0	0				
OASIS Access:	•	0	0				
Messages Access:	•	0	0				
Account History Access:	•	0	0				
Billing History Access:	•	0	0				
Payment History Access:	•	0	0				
Permits Access:	•	0	0				
Citations Access:	•	0	0				
Holds Access:	•	0	0				
Receipts Access:	•	0	0				
1098T Access:	•	0	0				
Enrollment Deposit Access:	•	0	0				
Housing Deposit Access:	•	0	0				
* - Required							

Create New Account Options:

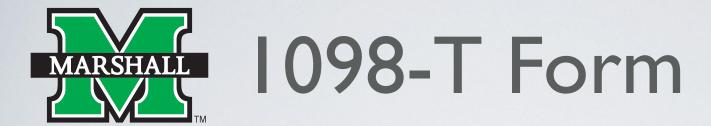
Create Account

Reset Account



# Payment Plan ASIS

- 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



- 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 <u>www.marshall.edu/bursar</u>
- 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



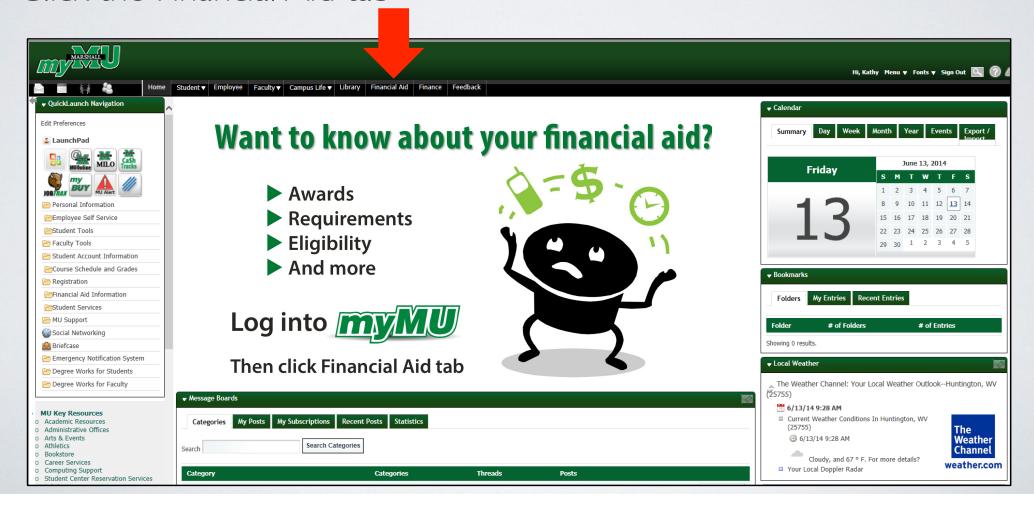


- Students should check Marshall email accounts frequently
- Electronic communications include:
  - Billing activity
  - Due dates
  - Payment reminders
  - Cancellation notices



# Find Your Financial Aid on myMU

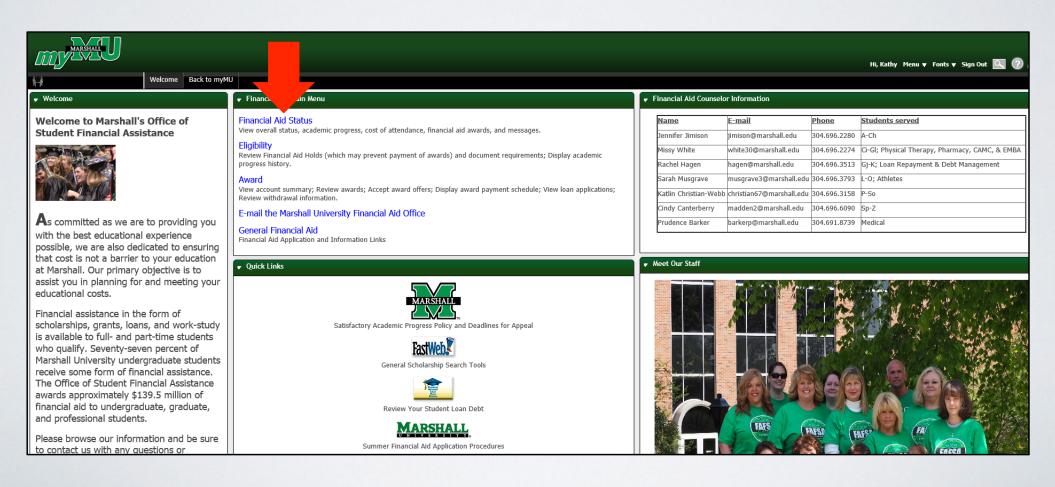
Click the Financial Aid tab





# Navigate Awards, Eligibility, etc.

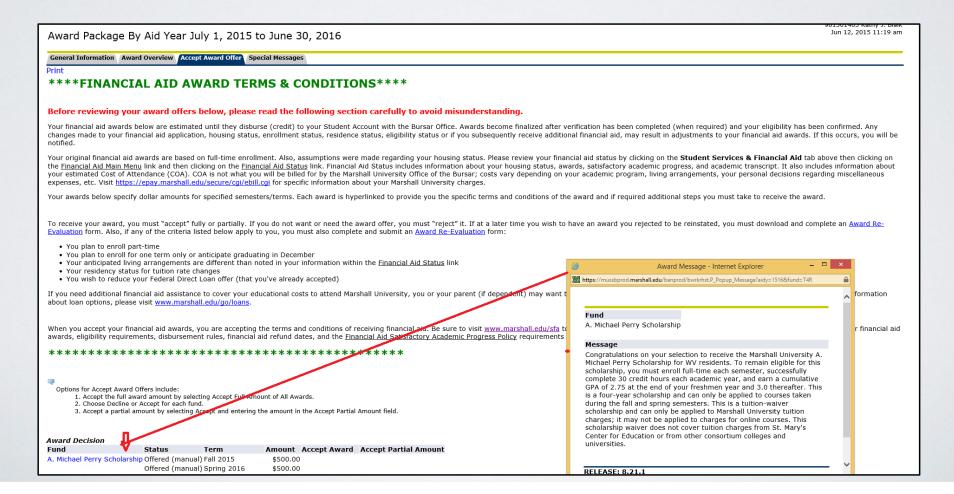
Click the Financial Aid Status link





# Accepting Award Offers

Choose an Aid Year then Accept Award Offer tab





# Satisfying Requirements

l	Personal Information Student Services & Financial Aid Employee Self Service Informati	on Release
	Search Go RETURN TO MENU SITE MAP	HELP EXIT
	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 <u>www.studentloans.gov</u> to complete
  - FDL Entrance Loan Counseling
  - FDL Master Promissory Note (You will need your FSA ID, Driver's License Number, and two references)





# 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





### 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



- 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: <u>www.marshall.edu/</u> <u>bursar</u>

### **Financial Aid**

Visit us today: I Ia.m.-12:30 p.m. or 3:30-4:45 p.m.

- Office Location: I 16 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: <u>www.facebook.com/</u> <u>marshallsfa</u>