

WELCOME TO  
*New* **STUDENT**  
**ORIENTATION**





A scenic view of a Marshall University campus. In the background, a large, multi-story red brick building with many windows and arched entrances is visible. Several large, mature trees with green and yellowing leaves are in the foreground and middle ground, partially obscuring the building. The ground is a well-maintained green lawn. A small, dark green rectangular sign with the words "MARSHALL UNIVERSITY" in white capital letters is placed on the lawn in the lower-left area. A faint rainbow is visible in the bottom right corner of the image.

MARSHALL UNIVERSITY

# Office of the Bursar



# ***Office of the Bursar***

***Located in:*** Old Main room 101

***Email:*** [bursar@marshall.edu](mailto:bursar@marshall.edu)

***Phone:*** 304-696-6620

***Virtual Appointments Available  
on our website:***

***[www.marshall.edu/bursar](http://www.marshall.edu/bursar) and  
look for the “Ask the Bursar”***



*Robert B. Collier | Associate Director of Student Financial Systems  
Account Administration and Student Retention*

## ***What is a Bursar ?***

Latin for “ Keeper of the Purse”

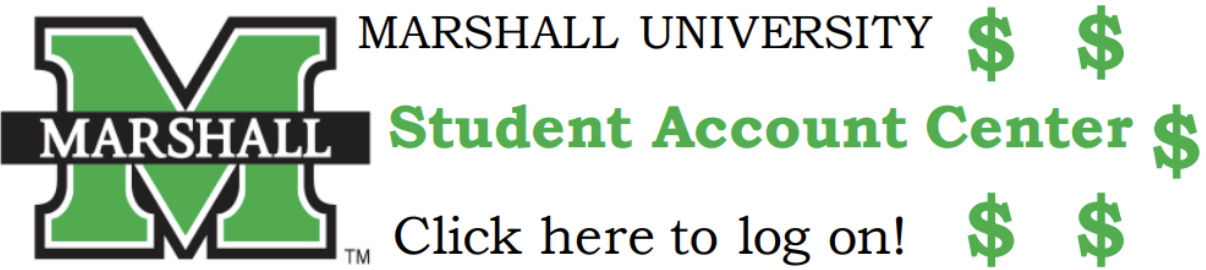


## ***Payment Due Dates***

- Fall Semester is due by second week of **August**.
- Spring Semester is due by second week of **December**.
- Summer Semester due by second week of **May**.

## ***Registration Cancellation Dates***

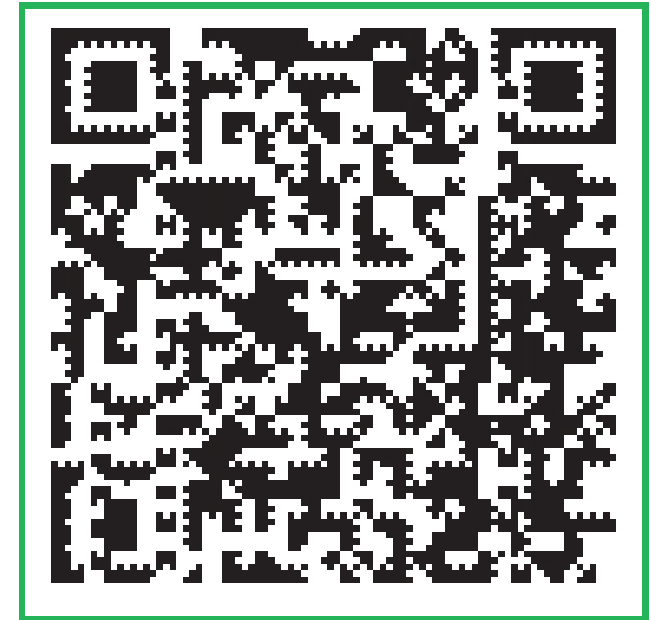
- The date after your payment is due date when you can be withdrawn from courses.



Visit our new Marshall Student Account Center to find the following:

- Tuition and Fees Assessment
- Payments and Payment Plan Options
- Student Financial Assistance Refunds
- Regular Refunds

Scan QR Code to log on to  
Student Account Center





MARSHALL UNIVERSITY

**Student Account Center**

Click here to log on!



## Student Refund Process

Marshall University has entered into a partnership with **Heartland ECSI** to provide student refunds.

All students must log onto the Marshall Student Account Center payment Portal and select their refund preference.

**Heartland**  
ECSI



Select your refund delivery method.

You will be notified via email once a refund has been issued.



### Direct Deposit

DIRECT DEPOSIT TO YOUR EXISTING CHECKING OR SAVINGS BANK ACCOUNT.

- Use an existing bank account.
- Easy online enrollment process.
- Provide your bank account information in our secure environment.

### REFUND DELIVERY TIMELINE

- Your funds will typically arrive in your account 1 to 2 days after released by your school.

Select



### Paper Check

RECEIVE A PAPER CHECK MAILED VIA U.S. POSTAL SERVICE.

- Easy online enrollment process.
- Confirm your mailing address.

### REFUND DELIVERY TIMELINE

- Paper check typically issued within 1 business day after funds are released by your school.
- You will receive your check via U.S. Postal Service within 5 to 10 business days.

☒ Selected

**Heartland**  
ECSI

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# ***Office of the Bursar***

***We want to thank you for choosing  
Marshall University.***

***We are...Here to Assist***

