Doing Business Buckeye Style

**Buckeye Link**

Ohio State makes it easy to manage the business of being a Buckeye through buckeyelink.osu.edu. This self-service site provides tools and information to pay tuition and fees, track financial aid, register for classes and more through the Student Center. Buckeye Link also has answers to many questions and timely updates about a student’s account. You will use Buckeye Link to accomplish the following:

**Select/waive student health insurance**

Proof of insurance is required of all undergraduate students enrolled for six or more credit hours, and students are automatically enrolled in the university’s comprehensive Student Health Insurance Program. Students can select or waive insurance coverage via the Student Center. To waive student health insurance, you must provide the address and phone number of your current insurance company, the policy holder ID number, and policy/group number.

**Take financial responsibility**

Students must sign the Statement of Financial Responsibility through the Student Center each term and agree to assume full financial responsibility for all applicable fees. Failure to agree to the statement will result in a Registration Lock Hold that will block registering for courses.

**Make a payment**

Fees may be paid using ePayment online through the Student Center. Cash is accepted only at the Newark campus. Online payments may be made from a personal checking or savings account or a valid credit card (MasterCard, Discover, Visa and American Express are accepted).

To use ePayment:

1. Sign into the Student Center at buckeyelink.osu.edu.
2. Click the Make Payment button in the Finances section and choose from the payment options:
   - **Electronic check payments**: Make an online payment from your checking or savings account using your routing and account numbers.
   - **Credit cards**: Ohio State currently accepts Discover, Master Card, and American Express. There is a 2.75% non-refundable convenience fee per credit card transaction.

**Guardian access**: Authorize a guardian(s) to make payments directly to your account.

**Mail a payment**: Generate a payment coupon to mail with a check or money order.

Checks and money orders should be made payable to The Ohio State University and must include the student’s account number (student ID number).

**Choose TOPP**

Tuition Option Payment Plan (TOPP) allows a student to split the cost of fees and other eligible university expenses into several payments per term. **TOPP is NOT offered summer semester.**

To sign up for TOPP:
1. Sign into the Student Center at buckeyelink.osu.edu.
2. Select the Account Services tab under Account Inquiry in the Finances section and follow the prompts.

Note: Students must sign up for TOPP each term.

**Set up direct deposit**

Students who anticipate receiving refunds because of financial aid or scholarship overages are strongly encouraged to sign up for direct deposit. To do so, select Account Refund on the My Account page in the Finances section of the Student Center. Be sure the Current Address and Permanent Address are updated in the Personal Information section of the Student Center to avoid possible delays.

**Sign information releases**

Information releases for academic, account, and financial aid information are completed online by selecting Student Information Release in the Personal Information section of your Student Center. (For more, see FERPA on back.)

**View holds**

Administrative holds are placed if a student has an outstanding balance or fine, fails to comply with an obligation imposed under university rules, or has other issues that need to be reviewed. A hold may halt registering or enrolling in classes, receiving a transcript, viewing grades, or receiving a diploma upon graduation.

Holds are shown on the Student Center. For information about a hold, including how to get it cleared, click on the “details” arrow in the Holds box.
Financial aid
Federal, state and university aid is reflected as Pending Financial Aid on the Statement of Account, viewable through the Student Center, until 10 days before the start of each term, at which time aid funds are fully applied. If you have been awarded aid that does not appear as indicated, check the Financial Aid To Do List on your Student Center for instructions. Funds from non-university scholarships, alternative or private loans, and College Savings Plans are handled differently. For information about external awards, go to sfa.osu.edu/scholarships.

Tuition and fees
Instructional and general fees vary from student to student depending on campus, major and hours taken. For an explanation of all fees assessed by Ohio State, including current fee tables, click on the Tuition and Fees button at registrar.osu.edu.

Fee payment policy
Tuition and all fees are generally due one week prior to the beginning of the term. This includes the first Tuition Option Payment Plan (TOPP) installment. All payment due dates are listed on the Statement of Account.

Late payment fee: Students who fail to pay by the due date will be assessed a $200 late fee, which will increase to $300 if tuition and all fees still are not paid by the second Friday of the term. Students who have outstanding balances by the second Friday of the term may be dropped from all enrollments for non-payment.

Re-enrollment fee: Students dropped for non-payment will be assessed a $300 fee to re-enroll in addition to any incurred late fees.

Forfeitures and refunds: Students who drop below full time or withdraw from all classes after the first Friday of the term until the fourth Friday of the term will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs.

For important dates and deadlines, click on the Calendar (Academic) button at registrar.osu.edu.

BuckID
Students use their BuckID for secure access to buildings (including residence halls), for meals in campus dining facilities, for admission to athletic and other university-sponsored events, and for printing in the computer labs. The BuckID also has a debit account function. To search for merchants who accept the BuckID as a form of payment, report a lost or stolen card, or check transaction history and available balance, go to buckid.osu.edu. Anyone with the student's 16-digit BuckID account number can make an online deposit to the debit account.

As part of Ohio State’s partnership with Huntington Bank, students who bank with Huntington can link their BuckID to their Huntington checking account. For more information, visit huntington.com/buckid.

FERPA
The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy of student educational records, including financial records. Without the appropriate student information releases, student account, and academic records cannot be discussed with a parent, guardian, spouse, or other parties. For more information about privacy and release of student education records, visit registrar.osu.edu.

To change or update an information release:
1. Click on Student Information Release in the Personal Information section of the Student Center.
2. Fill in the requested Designee Information, and choose a unique access code for each designee to use to validate their identity when seeking information about you from the university. More than one designee can be selected for each of the following:
   - Academic Information Release
   - Account Information Release
   - Financial Aid Information Release

We’re here to help
Student Service Center
Student Academic Services Building, Lobby
281 West Lane Avenue
(614) 292-0300 | Toll-free: 800-678-6440 | ssc@osu.edu

Phones and walk-in hours:
9 a.m. to 5 p.m. Monday through Thursday
9 a.m. to 4 p.m. Friday

The Ohio State University at Newark
1179 University Drive
(740) 366 - 9232 | Toll-free: 800-963-9275

For online tutorials regarding business practices and procedures at Ohio State, visit orientation.osu.edu/dbbs.html.