

BuckID

Along with the debit account function, students use their BuckID card for secure access to buildings (including residence halls), to swipe for meals in campus dining facilities, for admission to athletic and other university-sponsored events, and for printing in the computer labs. Using the BuckID website, buckid.osu.edu, students can search through a list of merchants who accept the BuckID as a form of payment, report a lost or stolen card, check their transaction history and available balance, and set up a low-balance warning. Anyone with the student's 19-digit BuckID account number can make an online deposit to the debit account.

Buckeye Link

Ohio State makes it easy for students 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 your student's account. Students 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. Your student will select or waive insurance coverage annually online via the [Student Center](#). To waive student health insurance, your student will need to provide the address and phone number of his or her current insurance company, the policy holder ID number, and policy/group number.

Set up Guardian ePay

Students can permit parents, guardians, or others to pay tuition and fees through Guardian ePay, accessible from the [Student Center](#). Once they sign up, you will receive an e-mail directing you to the [SallieMae Guardian ePay](#) site where you will enter your student's activation ID number (included in the e-mail) and student ID number (found at the top of your student's orientation information profile). Once you are linked to your student's account through Guardian ePay, you will be able to access the quarterly payment amount and authorize electronic payments from a personal checking or savings account.

View Account

The student account, viewable on the [Student Center](#), includes detailed charges for tuition, fees, housing, and more. Students should check their account regularly as non-payment of accounts or other unmet obligations can delay registration and services or cancel enrollment. Account details are not viewable through Guardian ePay but students can print or e-mail the statement to you for your records.

Make a Payment

Students who choose not to set up Guardian ePay can pay online through the [Student Center](#), which is the fastest and safest way to make a payment. Payments also can be mailed using a coupon available on the [Student Center](#). To make a payment, students will select [Make a Payment](#) or [Mail a Payment](#) under the [Finances](#) section of the [Student Center](#).

Ohio State also accepts MasterCard, Discover, and American Express for online payments. Payments are processed through SallieMae, and Ohio State cannot enter or access your credit card information. Parents and guardians also can pay by credit card. To pay tuition and fees with a credit card: Go to the [Finances](#) section of the [Student Center](#) and choose the [Guardian and Credit Card ePay](#) option. You will be transferred to the secure SallieMae site to enter your information. Note: SallieMae charges a non-refundable 2.75 percent convenience fee per credit card payment.

Choose TOPP

Tuition Option Payment Plan (TOPP) allows students to split the cost of fees and other eligible university expenses into two payments per term. Students must sign up for TOPP for each quarter and pay a non-refundable fee. To sign up, students will select the [Payment Plan](#) tab under [Account Inquiry](#) in the [Finances](#) section of their [Student Center](#).

Set up Direct Deposit

Students who anticipate receiving quarterly refunds because of financial aid or scholarship overages are strongly encouraged to sign up for direct deposit to avoid delays in receiving their refunds. To do so, students will 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.

Fee payment policy

Tuition and all fees are due one week (seven calendar days) prior to the beginning of the term. Students participating in TOPP also must pay the first installment by the due date. For important dates and fee tables, go to registrar.osu.edu

Late payment fee Students who fail to pay by the initial 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 not paid tuition and fees by the second Friday of the quarter 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 quarter until the fourth Friday of the quarter will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs within that timeframe.

Account Payment Date

	Payment deadline	\$200 late fee assessed	\$300 late fee assessed
Winter 2012	December 28	December 29	January 14
Spring 2012	March 19	March 20	April 7
Summer 2012	June 11	June 12	June 30
Spring 2012	March 19	March 27	April 6

To view the academic calendar beyond 2011-2012, go to registrar.osu.edu.

Keep in mind that changes to the amount due (or new charges) may result from moving off the wait-list, adding or dropping a course, or other actions. Check your account often for outstanding balances, late fees, or refunds.

Financial aid

Student Financial Aid strives to provide financial assistance to all eligible Ohio State students, including university scholarships; federal, state, and institutional grants; work programs; and loans. For important deadlines and more information, go to sfa.osu.edu. Federal, state, and university-funded aid is reflected as **Pending Financial Aid** (viewable from the drop down menu under **Finances**) on the student account until 10 days before the start of each term, at which time funds from these programs will be fully applied to the account. If you have been awarded aid that is not appearing as indicated, check your Financial Aid **To Do** list on the **Student Center** for instructions. Funds from non-university scholarships, alternative or private loans, and College Savings Plans are handled differently. For more information about third-party aid, go to sfa.osu.edu/forms/award/external.pdf.

Hold

Administrative holds, or Negative Service Indicators, are placed on records and accounts when you have an overdue debt or fine, fail to comply in a reasonable period of time with an obligation imposed under university rules, or have issues with your student record or account that need to be reviewed. An administrative hold may halt services such as registering or enrolling, receiving a transcript, viewing grades, or receiving a diploma upon graduation

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 detailed information about privacy and release of student education records, visit registrar.osu.edu.

To change or update your information releases:

- Click on **Student Information Release** in the **Personal Information** section of your **Student Center**, available via buckeyelink.osu.edu.
- Fill in the requested **Designee Information**, including a unique access code of your choice for each designee to use to validate their identity when seeking information about you from the university. Check the appropriate releases for each designee (you can select more than one release per designee):

Academic Information Release

Account Information Release

Financial Aid Information Release

- Click the **Add** button to list multiple designees.

Student Service Center (SSC)

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

SSC provides customer service for the offices of the University Bursar, University Registrar, and Student Financial Aid and is staffed by specialists ready to help you in person, on the phone, or by e-mail. For more information, visit ssc.osu.edu

The Ohio State University at Newark

1179 University Drive

(740) 366-1351 | Toll-free: 800-963-9275

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