



# Understanding Your Billing Statement

## Billing Basics

Oklahoma City University sends out **electronic billing statements** to all enrolled students prior to the start of classes each semester. After the initial statement, students will receive an electronic statement monthly (send to their OKCU email address) if there are remaining charges on their student account. Students can also sign their parents up to receive the **billing notifications** through their personal email.

The billing statement provides a summary of applicable costs for each semester and shows the impact of any anticipated scholarship or financial aid on the amount due.

You can access your student account 24 hours a day through the university portal, **BlueLink**. This will provide you with complete information pertaining to your student account. You can also log into the University's Billing System, "**TouchNet**", which will provide:

- ★ Online payments
- ★ Enrollment in payment plans
- ★ Printable statements
- ★ Account activity
- ★ Information regarding billing and payments

The online TouchNet Billing System includes an E-Bill feature which allows you access to an electronic copy of the student's comprehensive account statement. Payment plans can be reviewed to allow you to choose the best option for your specific financial situation by clicking the "**Payment Plan**" tab.

We have created this guide to assist students and parents with the billing and payment process at Oklahoma City University by providing information on how to:

- ★ Understand payment plan options
- ★ Navigate the online TouchNet System
- ★ Recognize common charges and credits

We recommend and encourage you to keep this guide in a safe place as a reference when viewing your billing statement and accessing the online "**TouchNet Billing System**".

## Payment Plans

All students must select one of the following payment options **by the first day of class**:

### ★OPTION 1: Payment in Full

After all other aid is credited to your student account, pay the remaining balance on your account in full by the first day of each semester.

### ★OPTION 2: Monthly Payments (with Semester Enrollment Fee)

After all other aid is credited to your student account, make four equal interest-free payments during the semester\*. If you choose this option, an enrollment fee of \$50 will be billed to your account. Any account with an unpaid balance on the last day of class, will be subject to a finance fee of 2.67%.

Instructions on how to enroll in an installment plan are included in the "**Important Payment Instructions**" section of this brochure.

### \*Payment Due Dates

For Payment Option 2, payment due dates are:

#### Fall 2020:

August 17<sup>th</sup>

September 14<sup>th</sup>

October 12<sup>th</sup>

November 9<sup>th</sup>

#### Spring 2021:

January 19<sup>th</sup>

February 15<sup>th</sup>

March 15<sup>th</sup>

April 19<sup>th</sup>

### Late Enrollment

Failure to enroll in a payment plan by the first day of class will result in automatic enrollment into an installment plan with a \$100 installment finance fee or cancellation for nonpayment.

### Late Payments

Late payment fees are billed at \$30.00 each month that a payment is not made by the specified due date.

### Method of Payment

You may make payment online through the "TouchNet Billing System", in person at the Student Accounts Office, and over the phone or via mail. Available payment methods include cash, check, cashier's check, money order, traveler's check, automatic debit, wire transfer, electronic check, and credit card.

## Health Insurance

**All students at Oklahoma City University are required to have basic health insurance.**

Oklahoma City University requires all full-time students to have health insurance. This requirement may be satisfied either by purchasing the OCU Student Health Insurance Plan or by providing proof of a family/individual plan that provides health insurance, comparable to the OCU Student Health Insurance Plan, and which will remain in effect throughout the 2020-2021 academic Year.

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## Online Access for Students

Initially, a student is the only person authorized to view his or her student account. Parents, guardians, and other third parties can only gain independent access to this information by being designated as an "authorized user" by the student.

★The student must complete the following steps to establish access for other authorized users:

### **STEP 1: Access Banner Self-Service VIA the BlueLink Portal:**

<https://bluelink.okcu.edu/cp/home/loginf> Once logged onto BlueLink, click the Student Financial Services tab. On the right hand side you can then choose the TouchNet Billing System link or view the details of your billing statement by clicking on the Account Summary by Term link.

### **STEP 2: Establish Authorized Users**

Click on the "Authorized Users" tab to designate parents, guardians, or other third parties as authorized users for your student account. You may enter email addresses for authorized users, each of whom will receive a password and access instructions via e-mail.

## Online Access for Authorized Users

Once access has been established for authorized users. Parents, guardians and other third parties may access the student account and E-Bill independently of BlueLink.

### **Obtaining a Password**

Passwords will be sent to the e-mail address provided by the student who registered the authorized user.

### **Accessing the TouchNet as an Authorized User**

Once a password is obtained, visit the online **Bill Payment Suite** at [https://secure.touchnet.com/C20157\\_tsa/web/login.jsp](https://secure.touchnet.com/C20157_tsa/web/login.jsp) and log in using your e-mail address and password. Once there, you may use the above instructions to view the student's E-Bill, make payments, or enroll in a payment plan.

## Important Payment Instructions

Log in to your BlueLink account and select the "Student Financial Services" tab. Refer to the directions below to enroll in a payment plan or view your e-bill and make a payment.

### **★Enroll in a Payment Plan**

Click the "Payment Plans" tab to enroll in a payment plan or view your current plan and payment schedule. Unless you pay your bill in full, you must enroll in a monthly payment plan by the first day of class each semester. Failure to do so will result in the accrual of late fees.

### **★View your E-Bill and Make Payment**

Click on the "E-Bills" tab to view your statement of account for the semester. While viewing your E-Bill, you may print a copy for your records or click the "Pay" button to make a payment online.



## Billing Terminology

- ★**Tuition:** This represents your tuition charge for the semester.
- ★**General University Fee:** This is paid by all students at Oklahoma City University and provides general budget funding for a variety of services including campus technology, academic enrichment and assessment, athletics and facilities, safety and crisis preparedness, career services, health services, personal counseling, intramurals, student government association, student traditions, religious life, and student publications.
- ★**Lab and Class Fee:** Each school or department determines the class fees based on their needs for lab supplies, consumable items used by students, etc. The fees are retained by the department to provide adequate supplies for those classes.
- ★**Online Technology Fee:** A fee charged per online credit hour to any Oklahoma City University student taking an online course. This fee covers technology updates, improvements, and general upkeep.
- ★**Comprehensive Records Fee:** A fee charged one time per degree earned at Oklahoma City University. This fee covers a wide range of individual costs, including add/drop of classes, transcripts, and the provision of online student payment systems and statements.
- ★**First Year Experience Fee:** This fee is charged to all new full-time freshman and transfer students in the fall. The fee covers the costs of providing year-long services and activities for new students and their families to support academic success.
- ★**New Student Orientation Spring/Summer:** This fee is charged to all new full-time freshman and transfer students who start in the spring or summer semester. The fee covers the costs of providing a useful overview of services, policies, and resources of interest to incoming undergraduate students for the purpose of promoting academic success.
- ★**Parking Fee:** This fee is charged to students, faculty, and staff who wish to park their motor vehicles on campus. All students, faculty, and staff who have motor vehicles and park them on campus must pay the parking fee and obtain the university parking permit and display it on their vehicle at all times.

## Important Financial Aid Information

- ★If you have recently filed your Free Application for Federal Student Aid (FAFSA), please log into your online account to monitor its status and submit any additional required information. You will be awarded once all required documents have been received and reviewed by your financial aid counselor.
- ★If you have financial aid, a complete withdrawal will require a calculation and return of any unearned Federal Title IV funds (PELL, SEOG, all Federal student and parent loans). This usually results as a balance due to the University.
- ★If you fail to earn a passing grade in at least one of your courses, you are considered to have, for the purposes of Federal Title IV funds, unofficially withdrawn from the University. As a result, a withdrawal calculation must be performed to determine the amount of Title IV funds that must be returned.
- ★Your financial aid counselor will review your withdrawal for certain limited exceptions that may apply and make any required adjustments.
- ★If you have federal aid or scholarship, you are required to contact the Office of Financial Aid every time you add or drop any course(s) once your aid or scholarship has been awarded.

## Questions?

**For questions concerning your financial aid, please call 405-208-5211 or visit the Financial Aid Office located in the Clara E. Jones Administrative Building (Rm 349).**

**For questions concerning your student account, please call 405-208-5146. or visit the Student Accounts office located in the Clara E. Jones Administrative Building (Rm 340).**