

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Fees, Tuition and Other Charges	3-030 FISCAL SERVICES July 2009
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POLICY

- 1.01 To maintain good financial standing with Oklahoma State University Institute of Technology and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the institution on or before the published deadline dates.
- 1.02 Information detailing costs and payment deadline dates for each academic semester are available on the university website.
- 1.03 Payments for fees and tuition will be accepted in advance of published deadline dates. Payments for a given semester not received by the Bursar prior to the beginning of classes could result in the student's scheduled classes being cancelled. A late enrollment fee will be assessed for fee and tuition payments not made by the deadline date.
- 1.04 Students wishing to live in residential housing must pay their deposit in full prior to any room assignment being made.
- 1.05 Room and board charges are due at the beginning of the semester.
- 1.06 All charges (with the exception of student short-term loans) are due at the time they are incurred, and a late payment penalty will be assessed on delinquent accounts.
- 1.07 Students whose financial aid or agency sponsorship is not sufficient to cover fees and tuition will be required to pay the difference.
- 1.08 All student financial aid awards for the current semester will be applied to the student's charges for the entire semester at the time funds are disbursed.
- 1.09 All students' accounts must be paid in full each semester prior to enrollment for a subsequent semester. A student who graduates or otherwise leaves the institution must pay all outstanding charges before academic records or awards will be released.
- 1.10 Refunds for students dropping classes or withdrawing from the institution may be available as determined by the Bursar.

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PROCEDURES

- 2.01 Payments for any charges may be made by mail, in person at the Bursar's Office, by telephone to the Bursar's Office, or on-line.
- 2.02 Payments may be made by cash, check, money order, or credit card (VISA or MasterCard). A service charge will be assessed for any returned check.

Approved: August 1996
Revised: November 2006
Revised: July 2009