

# PAYMENT OF TUITION AND FEES

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Student accounts are billed each semester. Tuition statements are sent out electronically, and an e-mail is sent each time a bill is issued. Current account information—including charges, payments, and refund amounts—is available online via the *MyYSU* Portal. Tuition statements may also be printed from this site.

Students are expected to have their student accounts in a paid status prior to attending the first class meeting for a term. In order to have a student account in a "paid status", students must be either paid in full for the term, or officially signed up and paid the first payment on the approved payment plan. Late and/or partial payments are subject to late payment fee assessment. You are strongly encouraged to pay your bill online. You may also make payment:

- in person at the payment windows on the second floor of Meshel Hall,
- via the payment drop box also located on the second floor of Meshel Hall, or
- by mail to the University Bursar (One University Plaza, Youngstown, OH 44555).

You may pay by check (made payable to Youngstown State University) or with Visa, MasterCard, American Express, or Discover. Effective July 1, 2012 there is a 2.75% convenience fee for payments made by credit card. If you deliver a check in person, mail it, or place it in the payment drop box, you authorize us to convert that check to an electronic Automated Clearing House (ACH) transaction. That check will then appear on your monthly bank statement as an Electronic Debit. If you do not wish to have your paper check converted to an ACH, you must present it in person, or select an alternative payment method (for instance, credit card).

A payment plan is also available that will allow you to spread your payments out over a longer period. Payment plan enrollment must be processed online and requires an initial payment at the time of enrollment. There is a fee for enrollment in the payment plan, and late payments are subject to late payment fee assessment.

Students are solely responsible for timely payment of their tuition and fees. In the event that the account becomes past due, the University reserves the right to withhold services (e.g., transcripts, diplomas, registration) until the past-due balance is paid in full. If full payment cannot be obtained, then the delinquent balance must be turned over to the Ohio Attorney General's Collection Enforcement Office for collection and it will be reported to the Credit Bureau. Once an account becomes delinquent, the student will be required to pay in advance of registering for subsequent terms. An account turned over to the Attorney General will incur interest and collection expenses which must be paid before any of the adverse sanctions can be removed.

Your enrollment at the University creates a contract between you and YSU. If you choose not to attend the University, you must officially withdraw from all courses by the 14th day to receive 100% refund or reduction of charges (see refund policy on page 44). All days of the week are counted, including weekends and holidays, to determine the 14<sup>th</sup> day. Please be advised that all University offices are not open on weekends and holidays; thus, online withdrawal may be required.

If you decide to withdraw from the University once you have enrolled, you must access the registration functions through the *MyYSU* Portal ([www.yzu.edu](http://www.yzu.edu)) (<http://www.yzu.edu>).