

# BILLING

Student accounts are billed each semester (bills will be issued mid-July for the Fall semester and mid-December for the Spring semester, and payments are due approximately the 1st of the following month respectively). Go to Online Programs (<https://online.ysu.edu/>) for information on billing for online programs. ALL tuition statements will be issued electronically and must be viewed online. Paper bills are never mailed. If you need a paper copy of your statement, you may print it directly from the Penguin Portal. An e-mail notice that the bill is online for your review will be sent, to the student and all authorized users, each time a new statement is released as well as each time account activity alters a payment plan balance. This statement, as well as all subsequent tuition statements, will also be available online for your review via the Penguin Portal (<https://penguinportal.ysu.edu/>): Go to View My Bill (<https://www.ysu.edu/viewmybill/>) and log in to review statements, make online payments, enroll in payment plan, establish an authorized user, view holds, and select tax information.

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## **YOU ARE STRONGLY ENCOURAGED TO PAY YOUR BILL ONLINE AT YSU.EDU/VIEWMYBILL.**

**You may also make payment by check or debit card (no cash payments accepted):**

\*in person at the payment windows on the second floor of Meshel Hall. **Cashier Hours are Monday through Friday 10:00 a.m. - 2:00 p.m.** or

\*via the payment drop box also located on the second floor of Meshel Hall (check only, no cash) or

\*by mail to: Youngstown State University, Attention Office of University Bursar, 1 Tressel Way, Youngstown, OH 44555 (check only, please do not mail cash). Please make checks payable to Youngstown State University.

You may pay online by e-check (no additional charge) or with Visa, MasterCard, Discover, or American Express. There is a 2.95% convenience fee assessed by the processor on all domestic credit card transactions and 4.25% on all international credit card transactions (minimum \$3.00 on both).

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).

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 in accordance with the published tuition refund schedule at University Bursar Tuition Refund Policy (<https://ysu.edu/university-bursar/tuition-refund-policy/>) to receive 100% refund or reduction of charges. All days of the week are counted, including weekends and holidays. 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 Penguin Portal.

Students may choose to opt-out of the First Day Ready electronic materials charge by opting out in Blackboard. The deadline for opting out of a First Day Ready electronic materials charge is the same as the 100 percent refund period for tuition as posted in the published tuition refund schedule at University Bursar Tuition-Refund Policy (<https://ysu.edu/university-bursar/tuition-refund-policy/>). For instructions and additional information go to First

Day Ready Electronic Materials Opt-Out Process (<https://ysu.edu/university-bursar/opt-out-process/>).

You may also enroll in a payment plan, for current term charges, through the Penguin Portal. 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. All tuition balances are due in full by the due date unless you enroll online in an authorized payment plan. Please note, if your balance is not paid in full by the due date, or you have not enrolled online in the payment plan, your account will be subject to late payment fee assessment. Payment plan enrollment is not available for the accelerated online programs.

Students may designate another individual as an "authorized user(s)" by going to View My Bill (<https://www.ysu.edu/viewmybill/>) log in, and click on Authorized Users on the right side of the page. Follow the instructions to set up an authorized user. Once an authorized user has been set up by the student, that individual will also have online access to the student's tuition statements by logging on at Youngstown State University Student Account Suite ([https://epay.ysu.edu/C21820\\_tsa/web/login.jsp](https://epay.ysu.edu/C21820_tsa/web/login.jsp)). Online payments can also be made via this website. E-mail notifications will be sent to both parties whenever a transaction is processed.

Please note, if a payment is made by credit card and subsequently a refund is due, it will be issued by direct deposit directly to the student. The Youngstown State University e-mail system is the official means of communication, and all students and employees are responsible for information sent to them via their MyYSU account. It is the policy of this institution that:

- all students, faculty, and staff have access to e-mail, and
- the university will send official communications via e-mail and electronic mailing lists

Please be advised that failure to read e-mail, or regularly review your student account online, does not relieve a student of the responsibility to make on-time payment in the correct amount. Any adjustment to your student account (increase and/or decrease) due to registration changes, changes in financial aid awards, assessment of late fees, fines or penalties, or any other transaction will be immediate and will be reflected (after 8:00 am on the following business day) in all remaining balances due, including unpaid payment plan installments. Your account can be reviewed at any time by accessing your online account via the View My Bill (<https://www.ysu.edu/viewmybill/>) link.

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., diplomas, registration, other University services), and occasionally transcripts 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 at least one subsequent term. 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.

Questions regarding billing and/or payment of fees should be directed to the Penguin Service Center at (330) 941-6000, or in person, second floor of Meshel Hall. Any payments received via the online payment website will be applied to the oldest charges first. Please note that the University reserves the right to change any fee at any time, without notice, by action of the University Board of Trustees.