**BILLING**

Student accounts are billed each semester (bills will be issued approximately the 10th of July for the Fall semester and the 10th of 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://my.ysu.edu/cp/home/displayLogin?goto=https%3A//my.ysu.edu/cp/ip/login%3Fsys%3Dsctssb&url=https%3A//sctssap.admin2.ysu.edu%2Fsctssap%2FPRODS%2Fzwktnet.P_Redirect%3FformTarget%3Dself) and log in to view statements, make online payments, enroll in payment plan, establish an authorized user, view holds, and select tax information.

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

You may also make payment:

* 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, One University Plaza, 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, or Discover. There is a 2.85% convenience fee, minimum of $3.00, 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).

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 University offices (for instance, transcripts, diplomas, registration, and other University services) 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.

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 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., transcripts, diplomas, registration, and other University services) 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 Office of University Bursar at (330) 941-3133, or in person at Room 227, 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.