

# 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 at [ysu.edu/viewmybill](http://ysu.edu/viewmybill). 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. Payment plan enrollment is not available for the accelerated online programs. Late and/or partial payments are subject to late payment fee assessment.

## **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 echeck (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).

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. Payment plan enrollment is not available for the accelerated online programs.