



The UNIVERSITY of OKLAHOMA
Health Sciences Center
Student Financial Services
865 Research Parkway, Suite 240
405-271-2433

Bursar Student Self-Service Web Address: ouhsc.edu/selfserve

Bursar Email Address: bursar@ouhsc.edu

Bursar Website: <https://financialservices.ouhsc.edu/Departments/Bursars-Office>

- \$ OUHSC Financial Agreement** – Required document regarding student financial responsibilities; must be signed electronically ANNUALLY on student self-service before enrollment in the Fall term is allowed. An enrollment HOLD is placed on the student account until it is signed. This will HOLD ONLY Fall enrollment, not Summer enrollment.
- \$ Tuition & Fee Charges** – Tuition and fees will appear on a student account once the enrollment is processed and tuition is calculated.
- \$ Financial Aid Disbursement** – Early disbursement of aid begins approximately 10 days prior to the first day of the term as defined by the OUHSC Academic Calendar.
- \$ eRefunds** – Sign up through student self-service, menu item "Refunds". Students not signed up for eRefunds will have their financial aid refund checks mailed to them at the CURRENT address listed on student self-service. Checks are void after 90 days.
- \$ Third Party Payments** – Students having their tuition and fees paid by a third party should provide the Bursar's Office with appropriate documentation. Email ThirdPartyBilling@ouhsc.edu.
- \$ Student Payments** – Cash, check, and credit card are all eligible forms of payment. Payments may be made online, in person, or mailed to: OUHSC Bursar's Office, P.O. Box 26901, URP 865, Suite 240, Oklahoma City, OK 73126.
- \$ Authorized Users** – Add people you wish to have access to your student account.
- \$ Billing** – Students receive billing notification via **email** to the CAMPUS email address on/around the 20th of each month. E-Bills may be viewed on the self-service website.
- \$ Payment Service Charges** – A 1.5% service charge is assessed each month to those accounts with an outstanding balance after the term's initial due date. (Ex: Summer I due date 7/15/XX; Summer II due date 8/15/XX; Fall due date 9/15/XX; Spring due date 2/15/XX.)
UNPAID ACCOUNTS WILL BE ASSESSED THE 1.5% SERVICE CHARGE EACH MONTH UNTIL PAID IN FULL.
- \$ HOLDS** – Student accounts not paid in full by the due date will have a HOLD placed on them. **Even if minimum payments are made, the HOLD remains on the account until PAID IN FULL**, and prevents enrollment in future terms.
- \$ Late Fees** – A \$50.00 late fee is assessed on student accounts with an outstanding balance remaining at the end of the term.
- \$ Nonpayment** – Accounts not paid in full 30 days past the end of the term will be turned over to collections. Students are responsible for **all** associated costs with collection of the account (i.e. collection costs, legal fees, etc.).
- \$ Withdrawals/Cancellations** – See your college student affairs representative to withdraw or cancel from a term. Withdrawals and cancellations are required to be signed by the Financial Aid Office. Students that have received financial aid may have financial obligations to OUHSC to address before departing. Contact the Financial Aid Office for details.

Directions for accessing your Student Account and signing up for eRefunds:

1. Log into [student self-service](#).
2. Click the tile on the homepage for Make a Payment (popup blockers must be off).
3. Click My Profile in the menu at the top.
4. Click Payment Profile.
5. Under Add New Payment Method, select Electronic Check.
6. Enter all the relevant information there and click Continue.
7. There will be a popup titled ACH Payment Agreement. Read and/or print this, check the I Agree box at the bottom, and click Continue.
8. Click the Refunds in the menu at the top.
9. Click the button to Complete Two-Step Verification, enter the number they send to you and click Verify. If you haven't already set up Two-Step Verification, do so in My Profile > Security Settings.
10. Click Select account and select the appropriate account. There may be only one. Click Continue.