The UNIVERSITY of OKLAHOMA | HEALTH CAMPUS

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

- $ **OU HC 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 OU HC 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 and check are accepted in person at the OU HC Bursar's Office, URP 865, Suite 240, Oklahoma City, OK 73104. Credit/debit card and ACH payments are **only** accepted online at the Student Account Portal available through Self Service.
- $ **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 initial 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 OU HC to address before departing. Contact the Financial Aid Office for details.

Due Dates by Term:

Summer I	July 15
Summer II	August 15
Fall	September 15
Spring	February 15
All Intersessions	Final day of classes

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.