PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY SEPTEMBER 13TH, UNLESS OTHERWISE INDICATED.

- IF YOU OWE MONEY:
  - BY MAIL: Return a check or money order payable to: The Ohio State University, Name of College, Name of Student, P.O. Box 1299, Columbus, Ohio 43210. The check should be drawn on a U.S. Bank. Include the student's name and social security number on the check. Do not use campus or metered mail. Use the enclosed return envelope or mail to: Office of Fees, Deposits & Disbursements, The Ohio State University, Columbus, Ohio 43210-0997.

- IF YOU ARE NOT ATTENDING: Contact your college office as soon as possible but no later than September 24th.

- PAYMENT DEADLINE: Your payment must be postmarked or made in person by September 13th, 1999 unless otherwise indicated.

- DO NOT USE CAMPUS OR METERED MAIL: Late penalties are assessed according to USPS postmarks. Any undated payments received after your deadline will be assessed a late penalty.

- LATE PENALTIES: Late penalties begin to accrue the day after your fees are due (NOT including Saturdays, Sundays, or Holidays) as follows:
  - First Day Late: $30.00 Penalty
  - Each Additional Day: Add $3.00/day

Tuition Option Payment Plan (TOPP)

- TO ADJUST/ADD/DROP ANY FEES

Insurance and Other Optional Fees:
To drop or add fees for insurance, scholarship or student government contributions for Summer only, indicate the date you wish to make the change in the space provided on the Statement of Account. Write the revised number of credit hours on the revised chart, in the payment box. Then submit that chart with your payment.

Paying Deadlines and Penalties

1. Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 614/292-8266.

Nonresident Fees:

1. SELECTIVE SERVICE - If you are a male between the ages of 18-26, you must report your selective service number to the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210. Fines and/or late penalties are assessed in compliance with state law. If needed, you may obtain your selective service number by calling (847) 688-6888 or at http://www.sss.gov.

2. IF YOU HAVE ANY QUESTIONS regarding the non-resident fee or if you need information regarding your eligibility to be classified as an Ohio resident for tuition surcharge purposes, immediately contact the Office of the University Registrar 614/292-8500, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.

FINANCIAL AID RECIPIENTS

Your enclosed Statement of Account shows aid from University, state, federal and private financial aid programs. The date listed next to each financial aid credit indicates the date that funds from that program will actually be available. Some or all of these dates may be later than the Due Date on your Statement of Account. Your account may be credited with the “Pay This Amount” box taken into consideration financial aid, income, and the Due Date. If you accepted aid after the printing of your Statement of Account, note it and deduct it from your Balance Due. If you have a zero or credit balance in the “Pay This Amount” box by the “Due Date” noted on your Statement of Account, you are considered enrolled for Summer 1999. If you are not planning to attend SU99, please call your college office. You MUST PAY THE AMOUNT INDICATED IN THE BOX BY THE “DUE DATE” NOTED.

If you have a zero or credit balance in the “Pay This Amount” box, your registration is automatically confirmed (you are considered enrolled for Summer, 1999). If you are not planning to attend SU99, please call your college office.

Balances which exceed charges (cash due) will be automatically paid by a third party. Financial aid, or a fee authorization: IF YOU ARE ATTENDING: Your fee payment will be confirmed only if you have a credit balance. If you have a credit balance, it will be available for disbursement on the date indicated, as long as your eligibility for receiving funds continues.

IMPORTANT REMINDERS:
- The Fee Payment Deadline for AU99 quarter is Monday, September 13th, unless otherwise noted on your Statement of Account. You can pay as early as August 3, 1999.

FEE PAYMENT

- IF YOU OWE NO MONEY (because your fees are paid by a third party, financial aid, or a fee authorization):

- IF YOU ARE ATTENDING: Your fee payment will be confirmed only if you have a credit balance. If you have a credit balance, it will be available for disbursement on the date indicated, as long as your eligibility for receiving funds continues.
History has shown that during this time of year the Office of Student Financial Aid classes with a high volume of students, and it is often difficult for students to reach us. Because of this problem, we encourage you to follow the guidelines that appear below.

Below is a list of questions that you might experience with your financial aid. Don’t panic! The problems that appear below are resolvable, and instructions are provided about what you should do.

**Q. What if my aid does not appear on my financial statement of account?**

A. Call 292-EASE or 1-800-678-6270 weekly to determine whether your aid has been posted. Make sure to follow the instructions in your Award Notification Guide book that was enclosed with your original Award Letter. If your aid still does not appear on your statement of account, call the Office of Student Financial Aid at (614) 292-0300 or call your regional campus or ATI representative.

**Q. What if my Federal Direct Loan (Stafford or unsubsidized Stafford) does not appear on my Statement of Account?**

A. A Promissory Note will be sent with your award letter, or shortly thereafter. Complete, sign, and return the Promissory Notes. Then call 292-EASE or 1-800-678-6270 frequently to determine if the loan has been posted. If your aid has not been posted within two weeks of when you returned the Promissory Note, call the Office of wait-list course availability on regional campuses to fulfill your course requirements. Information is also available at http://www.ureg.ohio-state.edu.

**Q. What if my work-study award does not appear on my Statement of Account?**

A. Work-study awards never appear on your Statement of Account, because Federal Work-Study funds cannot be used toward your tuition and fees. Contact a Student Financial Aid counselor in 517 Lincoln Tower at 614/292-0300. If you attend a regional campus or ATI, contact the financial aid office of the respective campus.

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**WAIT-LISTING**

See the Master Schedule of Classes Bulletin for additional wait-list information. Here are some important reminders about the system:

Students are processed from a wait-list on a “first-on, first-off” basis, whenever there is a course drop, a course limit increase, or new sections are added. Any open seat must fit into your existing schedule to get processed. If you need to block certain times during the day (e.g., when you work) from being available for wait-listing, use “Free Time.” See your Master Schedule for details.

Students should find out whether or not they have been scheduled from the wait-list or their current position on a wait-list by calling 614/292-9696 on a touch-tone telephone. Have your Social Security Number and Personal Access Code available when you call.

**NOTE...Call 292-9696 every few days before classes begin to check your wait-list status, and every day once classes begin. You may want to attend the course the first several days of the quarter in case you get scheduled off the wait-list. Your registration into any section of a wait-listed course automatically removes your wait-list entry. The system is course-based, not section-based. If you decide not to take a course for which you were wait-listed, call 614/292-9696 and drop your wait-list request. Otherwise, you may still get scheduled into the course.**