**HELPFUL HINTS FROM THE UNIVERSITY REGISTRAR**

**FOR SUMMER QUARTER 2000**

**IMPORTANT NOTICES: AU00 Fees** The new fee schedule for AU00 will not be available until August 1st.

**GREAT WEB SITES**

Student Information  http://www.ohio-state.edu/student/
Registrar’s On-Line Services  http://www.registrar.ohio-state.edu/ourweb/online.html
Financial Aid  http://www.finaid.ohio-state.edu
Student Financial Aid Account Center  http://www.osu.finance.ohio-state.edu
Tuition & Fees  http://www.treasurer.ohio-state.edu

**USEFUL E-MAIL ADDRESSES**

registrar@osu.edu
finaid@adm.osu.edu
bursar@osu.edu
topp@osu.edu
housing@osu.edu

**IMPORTANT TELEPHONE NUMBERS**

Area Code 614 unless otherwise noted
Address/Phone # Changes  292-7598
Admissions (Undergraduate)  292-3980
Admissions (Grad/Int'l & Prof)  292-8444
Bank  292-9999
BRUTUS Wait-List  292-9969
BRUTUS Grades  292-2299
Fee Balances  292-0030
Fee Balances (Toll Free)  1-800-678-6270
Fees & Deposits  292-FEES
Fees & Deposits (Toll Free)  1-800-635-0946
Financial Aid  292-0030

**IMPORTANT REMINDERS**

- The Fee Payment Deadline for SU00 quarter 1st term and Wednesday, June 14th, and 2nd term is Friday, July 21st, unless otherwise noted on your Statement of Account. You may pay as early as April 29th, 2000.

**FEE PAYMENT**

- If AMOUNT DUE IS ZERO because your fees are paid by a third party, financial aid or fee authorization, no action is necessary.

- IF WE OWE YOU MONEY refer to section “Financial Aid Recipients” for disbursement information.

- IF YOU ARE NOT ATTENDING Contact your college office as soon as possible but no later than June 23rd.

- IF YOU OWE MONEY

**PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY JUNE 14TH FOR SU00 QTR & 1ST TERM AND BY JULY 21ST FOR 2ND TERM, UNLESS OTHERWISE INDICATED.**

**BY MAIL:** Return a check or money order payable to The Ohio State University with the bottom financial aid (Your Financial Aid Status) and the student's name and social security number on the checks, Deposits & Disbursements.

- Use the enclosed return envelope or mail to:
Office of Fees, Deposits & Disbursements
The Ohio State University
Department 0997
Columbus, Ohio 43217-0997

**IN PERSON:** Make payment in person to:
Office of Fees, Deposits & Disbursements
220 Lincoln Tower, 1800 Cannon Drive
June 19, 20, & 21 8:00 a.m. – 5:00 p.m.
Note: Friday, July 21st 8:00 a.m. – 5:00 p.m.
Saturday, 10:00 a.m. – 2:00 p.m.

**TUITION OPTION PAYMENT PLAN (TOPP)**

TOPP is a payment plan that allows you or your family to pay tuition and other university expenses in three monthly installments per quarter without interest charges. An enrollment fee of $35.00 will enroll you in the program for the entire academic year (Autumn through Summer). Note: You must reapply each year.

You may enroll in TOPP now by checking the box on your Statement of Account and sending in payment for the amount indicated. BE SURE TO ENROLL IN TOPP BY THE UNIVERSITY DEADLINE TO AVOID LATE PENALTY FEES. SUBMIT FUTURE TOPP PAYMENTS BY JULY 21ST.

**ADDITIONAL FEES**

- IF YOU OWE MONEY

**TO ADJUST/ADD/DROP ANY FEES**

- INSURANCE AND OTHER OPTIONAL FEES: To drop or add fees for insurance, scholarship or student government contributions for SU00 only, contact BRUTUS (web or telephone), send your request via e-mail to bursar@osu.edu, or call 292-EASE/1-800-678-6270 through July 3.

- **REQUIRED FEES:** Your fees are assessed based on the actual hours scheduled.

**PAYMENT DEADLINES AND PENALTIES**

**PAYMENT DEADLINE:**

LATE PENALTIES: Late penalties are assessed according to UISPS postmarks. Any unaccepted 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 Late:** Add $3.00/day

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

**FINANCIAL AID RECIPIENTS**

The deadline to enroll in and pay for, withdraw from, or change coverage options to the Comprehensive Student Health Plan for:

- Summer is Monday, July 3. For Law Students ONLY it is Tuesday, May 30.
- Summer 2nd Term ONLY is Wednesday, August 9.
- Autumn is Wednesday, October 4. For Law Students ONLY it is Tuesday, September 5.

No payments or refund requests will be accepted after these deadlines. Use BRUTUS (web or telephone), 292-EASE, bursar@osu.edu, 292-FEES, or Fees & Deposits, 220 Lincoln Tower to make changes to insurance coverage status.

WileCare Supplement application deadlines coincide with the above. It is available only to students who have other major medical health insurance and it only covers services at Wilce Student Health Center. For more info about any of the above, go to www.shc.ohio-state.edu or call 292-0113.

**TO INSURE YOUR PAID STATUS**

DO NOT WRITE “BAD” CHECKS AS PAYMENT: If your payment is not honored upon presentation to this bank, your record is null and void and your registration may be canceled. If you are permitted to re-register and/or pay, a $25.00 penalty will be assessed PLUS any late penalties in effect at the time of repayment.

**CLEAR ALL HOLDS PRIOR TO PAYMENT/CONFIRMATION:** If there is a hold on your record, you can only DROP classes. A hold may also prevent you from completing your current enrollment. Contact the office which placed the hold if you have any questions about clearing the hold.

**RESIDENCE AND DINING HALLS FEES:**

1. Charges appear for contracted services. Do NOT adjust these fees.
2. Residents will receive information about arrival and check-in procedures in a separate mailing. Residence and Dining Halls fees must be paid before check-in is permitted.
3. If you do not intend to enroll on the Columbus campus for Summer Quarter 2000, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. You may use the orange Non-Enrollment Notice card, which is available at residence hall desks, or was enclosed with your housing materials. Failure to pay fees is NOT notification that you will not be living in the residence halls.
4. Direct any questions or requests to change your contract to the Housing Assignments Office, 350 Morrill Tower, 292-6266.

**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, 292-4930, or non-resident fees will be assessed in compliance with state law. If needed, you may obtain your selective service number by calling (847) 698-6888 or at http://www.sss.gov.
2. **IF YOU HAVE ANY QUESTIONS** regarding the non-resident fee or if you need information concerning your eligibility to be charged as an Ohio resident for tuition surcharge purposes, immediately contact the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210.
Your enclosed Statement of Account shows aid from University, state, federal and private financial aid programs. The date by which each financial aid credit indicates the date that funds from that program will actually be available. Federal Direct Loans (Stafford or unsubsidized Stafford) do not appear on your Statement of Account. The amount indicated in the “Pay This Amount” box takes into consideration financial aid, including those with dates later than the Due Date on your Statement of Account. The amount of aid listed on your Statement of Account may be less than the amount that has posted or may be later than the Due Date on your Statement of Account.

Q. What if my Federal Direct Loan (Stafford or unsubsidized Stafford) does not appear on my Statement of Account?
A. If your Promissory Note has been sent with your award letter, or shortly thereafter. Complete, sign, and return the Promissory Note. Then call 292-800-1000-678-6270 to determine if the loan has been posted. Your aid has not been posted with a completed Promissory Note. To check your wait-list position on a wait-listed course, use “Free Time.”

Q. What if my Federal Direct PLUS loan does not appear on my Statement of Account?
A. For the PLUS Loan Addendum and your Promissory Note. Then call 292-EASE or 1-800-678-6270 to determine if the loan has posted. Your aid has not been posted within 2-3 weeks of when you returned these materials, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

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. The amount indicated in the “Pay This Amount” box takes into consideration financial aid, including those with dates later than the Due Date on your Statement of Account, because Federal Work-Study funds cannot be used toward your tuition and fees.

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING

Contact a Student Financial Aid counselor in 517 Lincoln Tower beginning June 23rd. Checks may be picked up in 220 Lincoln Tower beginning June 23rd. Checks will be mailed to the local address each Friday beginning June 30th. To download a Direct Deposit application, go to www.ureg.ohio-state.edu/bursar. If you have a zero or credit balance in the “Pay This Amount” box, note it and deduct it from your Balance Due.

SPECIAL NOTE 1 of 2

FINANCIAL AID QUESTIONS & ANSWERS

History has shown that during this time of the year the Office of Student Financial Aid deals 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 might interest you. 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 to determine if your aid has been posted. If your aid has been posted within 2-3 weeks of when you returned these materials, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

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A. Work-study awards never appear on your Statement of Account, because Federal Work-Study funds cannot be used toward your tuition and fees. See the Master Schedule of Classes Bulletin for additional wait-list information. Here are some ways you can determine if your loan is posted.

1. Schedule adjustments may result in a fee reassessment. BRUTUS will inform you of the new amount due.

Q. How can I find out about my aid?
A. Your enclosed Statement of Account shows aid from University, state, federal and private financial aid programs. The date by which each financial aid credit indicates the date that funds from that program will actually be available. Federal Direct Loans (Stafford or unsubsidized Stafford) do not appear on your Statement of Account. The amount indicated in the “Pay This Amount” box takes into consideration financial aid, including those with dates later than the Due Date on your Statement of Account. The amount of aid listed on your Statement of Account may be less than the amount that has posted or may be later than the Due Date on your Statement of Account.

Q. If you have a zero or credit balance in the “Pay This Amount” box, note it and deduct it from your Balance Due. Balances which exceed charges (cash due) will be available for disbursement after the latest financial aid credit date. If you do not remain eligible for the financial aid programs at the time of the actual credit dates appearing on your statement, those funds cannot be disbursed to you, and you owe an additional charge. If you have questions about the availability of those funds and how they will be disbursed, call 292-EASE or 1-800-678-6270 after the financial aid credit date(s) listed.

Direct Deposits of credit balances for Summer Quarter 2000 are scheduled daily during the Effective June 9th. Checks may be picked up in 220 Lincoln Tower beginning June 23rd. Checks will be mailed to the local address each Friday beginning June 30th. To download a Direct Deposit application, go to www.ureg.ohio-state.edu/bursar. If you have a zero or credit balance in the “Pay This Amount” box, note it and deduct it from your Balance Due.

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SCHEDULE ADJUSTMENTS

If you are closed out of any class, the following options are available: (1) Place your name on the electronic wait-list for the course; (2) Choose another class and make schedule adjustments through BRUTUS (web or phone); (3) Consult with your advisor to make schedule adjustments through BRUTUS (web or phone); (4) Consult with your advisor to make schedule adjustments through BRUTUS (web or phone). Please call your college office to inform them that you are not going to attend. This will free up your spaces for other students. If you have already paid fees, do not stop payment on your check as a fee reassessment. BRUTUS will inform you of the new amount due.

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A. For the PLUS Loan Addendum and your Promissory Note. Then call 292-EASE or 1-800-678-6270 to determine if the loan has posted. Your aid has not been posted within 2-3 weeks of when you returned these materials, call the Office of Student Financial Aid at 292-0300 or call your regional campus or ATI representative.

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by e-mail (Recept320@osu.edu), by calling the Brutus
Address Line @ 292-7598 or the Registrar’s Office @
292-8500, or by stopping by the Registrar’s customer
service counter in Lincoln Tower.