If you are not attending your fees will be confirmed automatically. 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.

### TO PAY YOUR FEES:

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

- Your payment will be confirmed automatically. 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.

**IF YOU ARE ATTENDING:** Your fee payment will be confirmed automatically. 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.

### PAYMENTS MUST BE POSTMARKED, OR MADE IN PERSON BY JUNE 16, 1999 FOR SU99 QTR & 1st TERM AND BY JULY 23rd FOR 2nd TERM UNLESS OTHERWISE INDICATED.

**IF YOU ARE OWING:**

**BY MAIL:** Return a check or money order payable to The Ohio State University with your 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
Department 099
Columbus, Ohio 43210-0997

**IN PERSON:** Make payment in person to:

Office of Fees, Deposits & Disbursements
220 Lincoln Tower, 1800 Cannon Drive
Mon. – Fri. 8:00 am – 5:00 pm

### 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 application fee of $35.00 will enroll you in TOPP and does not count as payment (Bill on intent). If you are not attending classes for summer quarter 1999, contact Fees, Deposits and Disbursements immediately at 614/292-TOPP or send e-mail to topp@osu.edu to suspend TOPP billing until further notice.

If you are not yet participating in TOPP and are interested in paying via this program, you may access information and download an application from the Fees, Deposits and Disbursements web site at: http://www.treasurer.osu.edu or contact that office by phone at 614/292-TOPP or send e-mail to topp@osu.edu. TOPP will be changing for Autumn Quarter. Watch our website for details.

### PAYMENT DEADLINES AND PENALTIES

**PAYMENT DEADLINE:** Your payment must be postmarked or made in person by JUNE 16, 1999 for SU99 QTR & 1st term and July 23rd for 2nd term unless otherwise indicated.

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

**LATE PENALTIES:** Late penalties begin to accrue the day after your fees are due. Your account WILL be assessed a late penalty.

- **First Day Late:** $30.00 Penalty
- **Each Additional Day:** Add $3.00/day

**ADDITIONAL FEES**

4. Direct any questions or requests to change your eligibility for receiving funds continues.

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

To drop or add fees for insurance, scholarship or student government contributions for Summer only, indicate the desired change in the space provided on the Statement of Account, contact BRUTUS if you have not already paid, call 292-EASE or 1-800-678-6270, or send your request via e-mail to bursar@osu.edu.

### REQUIRED FEES:

1. Select the appropriate Fee Chart located in this brochure to determine the amount owed (this would be the "Qualified Resident Total" or the "Nonresident Total", whichever is appropriate).
2. Write the revised number of credit hours on the top right section of your Statement of Account, and the adjusted amount of fees from the fee chart in the box. Then submit that form with your payment.
3. Drop any wait-listed courses so that you will not be assessed late penalties in addition to these tuition penalties.

### RESIDENCE AND DINING HALLS FEES:

1. Charges appear for contracted services. Do NOT adjust these fees.
2. Residents will receive information about arrival dates for Summer Quarter 1999, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. Failure to pay fees is NOT notification that you will not be living in the residence halls.
3. If you do not intend to enroll on the Columbus campus for Summer Quarter 1999, you must contact Residence and Dining Halls, in writing, regarding the contracts for Summer Quarter 1999, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. 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, 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, 614/292-8500, or non-resident fees are assessed, in compliance with state law. If needed, you may obtain your selective service number by calling (847) 688-8888 at the nearest district office of the selective service. If you are not attending classes for Summer Quarter 1999, contact the Office of the University.

### LATE PENALTY:

**This date, you will be charged a $125.00 late penalty.**

Residence and Dining Halls assesses late penalties in addition to these tuition penalties.

### TO INSURE YOUR PAID STATUS

1. CHARGES APPEAR FOR CONTRACTED SERVICES. DO NOT ADJUST THESE FEES.
2. RESIDENTS WILL RECEIVE INFORMATION ABOUT ARRIVAL DATES FOR SUMMER QUARTER 1999, YOU MUST ALSO NOTIFY RESIDENCE AND DINING HALLS, IN WRITING, OR YOUR CONTRACT WILL REMAIN IN EFFECT. FAILURE TO PAY FEES IS NOT NOTIFICATION THAT YOU WILL NOT BE LIVING IN THE RESIDENCE HALLS.
3. If you do not intend to enroll on the Columbus campus for Summer Quarter 1999, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. 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, 614/292-8266.

### ADDITIONAL FEES

1. CHARGES APPEAR FOR CONTRACTED SERVICES. DO NOT ADJUST THESE FEES.
2. RESIDENTS WILL RECEIVE INFORMATION ABOUT ARRIVAL DATES FOR SUMMER QUARTER 1999, YOU MUST ALSO NOTIFY RESIDENCE AND DINING HALLS, IN WRITING, OR YOUR CONTRACT WILL REMAIN IN EFFECT. FAILURE TO PAY FEES IS NOT NOTIFICATION THAT YOU WILL NOT BE LIVING IN THE RESIDENCE HALLS.
3. If you do not intend to enroll on the Columbus campus for Summer Quarter 1999, you must contact Residence and Dining Halls, in writing, regarding the contracts for Summer Quarter 1999, you must also notify Residence and Dining Halls, in writing, or your contract will remain in effect. Failure to pay fees is NOT NOTIFICATION THAT YOU WILL NOT BE LIVING IN THE RESIDENCE HALLS.
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FINANCIAL AID RECIPIENTS

Your enclosed Statement of Account shows aid from University, state, federal and private financial aid programs. Each financial aid credit indicates the date that funds from that program will be electronically deposited to your student account. This date may be later than the Due Date on your Statement of Account. The amount indicated in the “Pay This Amount” box is the total amount of financial aid including those with dates later than 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 ARE NOT PERMITTED TO USE BRUTUS:

IF YOU ANTICIPATE ANY FINANCIAL DIFFICULTY IN PAYING:

ATTENDANCE IN CLASSES

FOR THE PLUS Loan, you need to submit your PLUS Application for Additional Promissory Note. 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 Student Financial Aid at 290-0300 or your regional campus or ATI representative.

WHAT IF MY FEDERAL DIRECT PLUS LOAN DOES NOT APPEAR ON MY STATEMENT OF ACCOUNT?

WHAT IF MY STUDENT WORK-STUDY AID DOES NOT APPEAR ON MY STATEMENT OF ACCOUNT?

TO MAKE SCHEDULE ADJUSTMENTS IF YOU ARE PERMITTED TO USE BRUTUS:

1. BRUTUS is open May 5 through June 25 the following hours: Monday through Saturday 7:00 a.m. to 10:00 p.m.; Sunday 10:00 a.m. to 10:00 p.m. Evening hours are usually less busy. Refer to the Master Schedule of Classes for the actual hours.

2. Prepare before you call. Choose an alternative when adding classes in case your first choice is not available. You also have the option of going on an electronic wait-list for a closed course. See the panel regarding “Wait-Listing” in this bulletin. You investigate the availability on regional campuses to fulfill your course requirements. Information is also available at http://www.ureg ohio-state.edu.

3. Dial 614/292-9999 from a touch-tone phone and you will be directed through the schedule adjustment process.

IF YOU ARE NOT PERMITTED TO USE BRUTUS:

Contact your college office academic advisor.

FEE INCREASES DUE TO SCHEDULE ADJUSTMENTS:

1. Made before June 17, 1999 for SU99 & 1st term and July 24, 1999 for 2nd term are payable on the date originally noted on your Statement of Account. If you are not planning to attend SU99, please call your college office.

2. Made in your College Office after June 16, 1999 & 1st term and July 23rd for 2nd term will result in another Statement of Account and a revised payment directly to Fees and Deposits, 220 Lincoln Tower, 1800 Cannon Drive. Be sure to include your SSN and SU99 on your check or money order.

3. Made via BRUTUS after June 16, 1999 for SU99 & 1st term and July 23rd for 2nd term will result in another Statement of Account and a revised payment directly to Fees and Deposits, 220 Lincoln Tower, 1800 Cannon Drive. Be sure to include your SSN and SU99 on your check or money order.

ATTENDANCE IN CLASSES

FIRST DAY OF CLASSES:

1. Summer Quarter classes begin June 21, 1999 for 1st term; July 28, 1999 for 2nd term. If you will be delayed in attending your classes, notify the departments that teach your classes, as well as your advisor, before the quarter begins.

2. You should review a copy of the Master Schedule of Classes Supplement, available in most university buildings, for updated information on room or time changes.

CHANGE YOUR MIND ABOUT ATTENDING SUMMER QUARTER ’99?

Please call your college office to inform them that you are withdrawing from all your classes. If you have already paid fees, do not stop payment on your check as a way to initiate your withdrawal.

WAIT-LISTING

FOR YOUR Benefit, please maintain a local and home address on the OSU student database at all times.

To help us help you, please let the Registrar know your current local and home addresses right now and there after.

Update your addresses via the web at http://www.ureg ohio-state.edu/ourweb/online.html, by e-mail (Receipt320@osu.edu), by calling the Brutus Address Line.
Line @ 292-7598 or the Registrar’s Office @ 292-8500. Lastly, stop by the Registrar’s customer service counter in Lincoln Tower.