The Office of Student Business Services maintains over 40,000 student and departmental accounts through collection, billing, and financial counseling. Our mission is to provide students and staff with quality financial services, in a friendly and timely manner. We look forward to helping you understand your University account and setting your mind at ease while you focus on your studies.

**Student Business Services**

A1500 University Center, Tallahassee, FL 32306
Why doesn't my Florida Prepaid pay all of tuition?

Many students have the standard Florida Prepaid tuition plan, and not the Florida Prepaid plan which pays local fees. Students with the standard Florida Prepaid tuition plan are required to pay these local fees by the tuition payment deadline or will receive late fees and risk having their schedules canceled. In addition, please note that the Florida Prepaid plan which pays local fees does not pay the mandatory per-credit fees for Transportation Access, Technology, or Student Facilities use. Additionally, no Florida Prepaid plan covers additional costs, such as fees for taking online classes or for repeating a course.

Find current fee rates on our website.

Why don't I receive a bill in the mail?

Florida State University cannot send out paper bills because students are allowed to drop and add classes the first week of class, and therefore change the amount of fees they owe. The total tuition due is available online when you register for classes, and is also online in detail on your Account Statement at my.fsu.edu.

I have both Florida Prepaid and Bright Futures. How does that work?

Florida Prepaid and Bright Futures both pay per credit hour. At the beginning of the semester, Student Business Services bills your Florida Prepaid Account for the number of credit hours in which you are enrolled. At the same time, Financial Aid notifies Bright Futures of the number of credit hours in which you are enrolled. The University receives the full amount of both payments, applies the funds to owed amounts and releases additional money to the student.

Where do I have my donor send a check for a private scholarship?

Donors may send private scholarship checks to:

Student Business Services
Attn: Private Scholarships
A1500 University Center
Tallahassee, FL 32306-2395

Please let the Office of Financial Aid know about your private scholarship by reporting it through the “report outside aid” link on your Financial Aid award information at MyFSU.

Your account statement is available online 24/7 by logging in to http://my.fsu.edu and navigating to your Student Account. There you will find a summary of each semester, along with detailed records of charges and payments.

Student Business Services accepts payments both online and in person. We accept Visa, Mastercard, Discover, American Express or E-Check online only.

To pay by eCheck at no cost, credit cards incur a 2% service fee.

To make a payment online:

1. Log in to my.fsu.edu
2. Navigate to the Student Account portal and click on "Make a Payment/View Details.
3. Follow the instructions to select your charges and proceed to our third party payment processor, PayPoint.
4. Once your transaction is complete, review your account to ensure the appropriate disbursement is made. This will also print your receipt.
5. To make a payment in person:
   - Our office is open for payments Monday – Friday from 8:30am-4:30pm. We are happy to accept payment, review your account, or help you to resolve any issues. We accept cash, money orders, cashier’s checks, personal checks, and the FSUCard (if connected to Suntrust, not FSUCash) in the office. Our office is located on the first floor of University Center A in the football stadium.

To make a payment in person:

1. Create your bank account record:
   - Login to http://my.fsu.edu and follow this path: Student Accounts > Student Account Quicklinks > Disbursement Permissions > Refund Bank Account.
   - You will need a routing number and bank account number.

2. Set up a direct deposit authorization:
   - Following the same path above; Student Accounts > Student Account Quicklinks > Disbursement Permissions > Routing and Bank Account.
   - You will need a routing number and bank account number.

3. Log in to your mysu.edu account. How do I remove a bank account?

Once an account has been entered it cannot be deleted. You can add a new account and set up direct deposit for an account that has been removed. If you want to switch to a new bank account, please follow the same path above and set up a new direct deposit.

Can I have more than one direct deposit account?

You can enter as many accounts as you would like and alternate between them. However, you can only elect to have one direct deposit distribution at a time. We cannot send funds to two accounts at once.

4. Once your transaction is complete, review your account to ensure the appropriate disbursement is made. This will also print your receipt.

Make a Payment

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