

New Student Checklist



The Office of Student Business Services maintains over 40,000 student and departmental accounts through collection, billing, and financial counseling.

1

Authorize FSU to pay your charges using your financial aid.

Login to <http://my.fsu.edu> and click on Student Accounts > Student Account Quicklinks > Disbursement Permissions.

2

Tell us where to send your money.

Setup a refund bank account for your financial aid and other refunds. Login to <http://my.fsu.edu> and click on Student Accounts > Student Account Quicklinks > Disbursement Permissions > Refund Bank Account & Direct Deposit.

3

Tell us who we are allowed to talk to.

We can't talk to *anyone* about your Student Business Account without your permission, so make sure to add a relative or friend as a delegate if you want us to talk to them about your account. Login to <http://my.fsu.edu> and click on SC > Share My Information.

4

Check your online account statement.

We recommend checking your account statement at least once a week. Login to <http://my.fsu.edu> and click on Student Accounts > Student Account Quicklinks > Account Statement.

5

Connect with us on social media.

We share important tips and information related to financial responsibility and current issues.

Twitter: @FSU_Financial Facebook: FSU Student Business Services



Visit our website.

studentbusiness.fsu.edu

Twitter: @FSU_Financial

Facebook: FSU Student Business Services

Contacts

Bookstore

(850) 644-2072 fsu@bkstr.com

Dining Services

(850) 644-3663 seminoledining@fsu.edu

FSUCard Center

(850) 644-7777 fsucard.fsu.edu

Health Insurance

(850) 644-3608 healthcompliance@fsu.edu

Housing

(850) 644-2860 housinginfo@fsu.edu

Library

(850) 644-5211

Transportation

(850) 644-0008 transportation@fsu.edu

Tuition

(850) 644-9452 studentbusiness@fsu.edu



Student Business Account Guide

Summer/Fall 2018

MAY 17 Drop/Add Summer A/B/F Ends

MAY 25 Tuition Summer A/B/F Due

JUNE 28 Drop/Add Summer C Ends

JULY 6 Tuition Summer C Due

AUG 30 Drop/Add Fall 18 Ends

SEP 8 Tuition Fall 18 Due

Student Business Services

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.

A1500 University Center, Tallahassee, FL 32306

Student Business FAQ

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.

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.

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. Both agencies make their payments according to the number of credit hours that Florida State University reports. 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](http://my.fsu.edu).

Direct Deposit

We can send your financial aid and general overpayments to the domestic bank account of your choice. You will need your bank account and routing number to set up direct deposit. These can be found at the bottom of a check from your checking account. Setting up a direct deposit is a two-step process:

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 > Direct Deposit. Select the account to which you want us to refund, and sign an agreement authorizing us to send money to that 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 setup direct deposit for that account instead.

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.

Make a Payment

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

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 online:

1. Log in to <http://my.fsu.edu>
2. Navigate to the Student Account portal and click on "Make a Payment/View Details". This will bring you into the payment portal.
3. Follow the instructions to select your charges and proceed to our third party payment processor, PayPal.
4. Once your transaction is complete, review your account.

