OFFICE OF THE BURSAR
FINANCING YOUR FUTURE

IT'S ALL ABOUT
OFFICE OF THE BURSAR

What You Need to Know About FERPA

“But I’m the parent paying the bill! What do you mean you can’t discuss the account with me?”

What is FERPA?
The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student educational records. FERPA also applies to student financial records. In accordance with FERPA, BGSU is required to have the student’s permission in order to release financial information.

Why should a student submit a FERPA release?
Without FERPA release, parents/guardians can only have access to:
> Name, address, phone
> Major/enrollment status
> Dates of attendance
> Activities and sport

But with FERPA release, parents/guardians can also have access to:
> Account balance
> Payment history
> Specific charge information

How can I authorize FERPA for my Parent/Guardian?
> Log into your MyBGSU account
> Select Student Center
> Select Share my Information
> Select Delegate access to a new contact
> Read the Terms and Conditions
> Select I accept

Fill in the Contact Information which will include the parents/guardians name and email address. Ensure you select Bursar Information to authorize your parent/guardian to be able to view your account page.

Access is administered by the student. If a parent/guardian needs a password reset, click on the forgot password link or contact ITS at 419.372.0999 for further assistance.

Student Account Billing

Email notifications are sent when the eBill is available online. A reminder email will be sent to those students/parents who have not viewed the eBill.

Here’s how to view your eBill:
> Log in to your MyBGSU account
> Navigate to Students
> Select Financials
> Select View Bill & Make Payment
> Select View for the monthly statement you wish to view

For Parents/Guardians to view eBill or make Payment:
Students may allow parents/guardians to view their eBills and to make payment by granting parents/guardians access to ACCESS BGSU.

Here’s how to grant permission to ACCESS BGSU:
> Log into your MyBGSU account
> Select Student Center
> Select Share my Information
> Select Delegate access to a new contact
> Read the Terms and Conditions
> Select I accept

Fill in the Contact Information which will include the parents/guardians name and email address. Ensure you select Bursar Information to authorize your parent/guardian to be able to view your account page.
My eBill: What is this charge?

Definitions of Common Fees:

> Career Services fee- Supports the operations/utilization of the Career Services Center for all students.
> Counseling Center fee- Supports the operations/utilization of the Counseling Center for all students.
> Course fees- some specific classes require additional fees.
> Excess credit fee- assessed for each hour enrolled over 18 credit hours. Students must obtain written permission from their college office to enroll in more than 18 credit hours.
> General fees- extracurricular activities, sporting events, Rec Center, etc.
> Instructional fees- tuition, cost of instruction.
> Matriculation fee- assessed to all new main campus under graduate, degree-seeking students to get them into the system. This is a one-time fee for recording purposes.
> Meal plan- required when living in a residence hall (dining options).
> Parking Permits- students must register their vehicles and order their parking permits online. For more information, please contact Parking Services at (419) 372-2776.
> Registration fee- assessed each semester a student is registered for classes.
> Room charge- living in residence halls.
> Special Student Facility fee- Supports the new Convocation Center. This fee was approved by the student body through a campus wide vote. This fee is assessed in the fall and spring semesters only.
> Student Health Insurance- assessed to all main campus students taking eight or more credit hours, and all International students with one credit hour or greater of registration. Here’s how to waive the student health insurance:  
  > Log in to your MyBGSU account
  > Navigate to Students
  > Select Financials
  > Select Student Insurance Requirement
> Technology Fee- Supports the academic and personal use of technology on campus – including software, hardware and infrastructure.
> Upper Class Division Fees- College of Business- Support of specialized services and technology to prepare students for careers in business-related fields. These include the Business Career Accelerator and the Bloomberg Laboratory. College of Technology Supports the increasing and recurring cost of keeping equipment and labs up-to-date.

Optional Fees

> Green Initiatives Fund- supports environmental and educational projects proposed and selected by BGSU students.
> Student Legal Service fee-provides legal services to students in the areas of contracts, misdemeanor and/or traffic cases, and other miscellaneous legal matters.
> Student Media Fee- Supports student media operations at BGSU (BG News, BG 24, and Other Web Based Outlets).

Here’s how to waive these fees:

> Log in to your MyBGSU account
> Navigate to Students
> Select Financials
> Select Optional Fees

Please visit the Office of the Bursar’s website for a current listing of all board-approved fees and amounts at: http://www.bgsu.edu/bursar.html

Paying your eBill:

eBills are generated around the 1st of the month with a due date of the 15th. Email notices are sent reminding students/Authorized Users to view their eBill online.

Methods of Payment

> Online with MasterCard, Discover, American Express, and Visa. A non-refundable convenience fee will be assessed.
> Online with a checking or savings account (no convenience fee assessed)
> In person at the Office of the Bursar (cash, check, money order, bank check only)
> U.S. Mail (do not mail cash)

Make checks, money orders, or bank checks payable to Bowling Green State University and send to Office of the Bursar:

Main campus students:
132 Administration Building
1001 East Wooster Street
Bowling Green, OH 43403

BGSU Firelands students:
103 C Foundation Hall
One University Drive
Huron, OH 44839

Please include the student’s BGSU identification number on the check.
BGSU Offers a Payment Plan:
Bowling Green State University offers a payment plan to help students and families manage the cost of educational expenses.

IPP (Installment Payment Plan)
> Enrollment Required Each Semester
> 5 Installment Plan
> Based on Actual Semester Charges
> Must be Enrolled in Current Semester

Ensure you enroll promptly each semester to maximize the number of installments and benefit of this plan.

Late Payment Fees/Service Charges
Bowling Green State University charges a $100 late payment fee for students who are not paid in full or not current on an Installment Payment Plan as of the first day of each semester. In addition, balances not paid by the posted due date will be assessed a 1.5% monthly service charge.

Payment Policy
Student accounts must be paid in full or be current in an approved payment plan arrangement by the posted due date on the monthly bill preceding the start of semester classes. This policy also applies to occupancy in residence halls; i.e., students will not be permitted to move in (or return to) their residence hall rooms unless they have fulfilled their financial obligations according to the University’s approved payment due dates. Failure to satisfy financial obligations, both past due and current charges, will result in cancellation of student class registration, on-campus housing and dining/meal plans.

Refund Options
Definition of Refund:
Financial Aid money left over in a student’s account after all tuition and fees have been paid. Refunds may also be issued for other reasons, such as reimbursement for a dropped class.

BGSU eRefund:
This is the way to go! It’s faster and safer! Sign up for BGSU eRefund (Direct Deposit) to a checking or savings account.

Here’s how to activate BGSU eRefund:
> Log in to your MyBGSU account
> Navigate to Students
> Select Financials
> Select BGSU Refund
> Follow the prompts to provide requested information

A confirmation email will be sent to your BGSU email address

Bank account information must be updated whenever an account change has been made. Failure to update this information may result in a delay of your refund.

Check Refund:
If you choose to receive a check, please ensure that your address is current. All refund checks are mailed to the student’s home address.

Here’s how to update your Home address:
> Log in to your MyBGSU account
> Navigate to Student Center
> Select Home Address
> Update your “Home” address by selecting edit

Other Financial Options
Title IV Navigation
If you are receiving Title IV funds (Federal Loans or Grants), we encourage you to complete a Title IV authorization. This authorization allows us to apply your title IV funding to miscellaneous charges on your account.

Most Common Miscellaneous Charges:
> Parking Permits
> BG1 Card
> Health Insurance
> Service Charges
> Bookstore Charges
> Library Service Charges
> Parking Tickets

Here’s how to set your authorization:
> Log in to your MyBGSU account
> Navigate to Student
> Select Financials
> Select Title IV Authorization
> Select Grant Permissions
> Select Next
> Check Yes, I have read the agreement
> Select Submit

1098T
The 1098-T form is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. The 1098-T form is informational only and should not be considered as tax advice. It serves to alert students that they may be eligible for federal income tax education credits such as the Lifetime Learning and the American Opportunity Credit as part of their Federal Income Tax Return.

Here’s how to elect to receive your 1098T form electronically:
> Log in to your MyBGSU account
> Navigate to Students
> Select Financials
> Select 1098-T Tax Forms
> Follow the prompts to provide your consent to receive your 1098-T electronically

A confirmation statement will appear showing you have elected to receive your 1098-T electronically