PAYMENT OF ACCOUNTS DUE TO THE UNIVERSITY

UNIVERSITY OF SOUTH FLORIDA 2018-2019 UNDERGRADUATE CATALOG

Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Delinquent accounts may be turned over to a collection agency and all collection fees including legal fees will be added to the student account balance. Financial aid from a succeeding academic year cannot be used to repay prior academic year debts.

Payments should be made by the appropriate deadline and can be:
- Brought into the Cashier’s Office in the Student Services Building (SVC 1039)
- Mailed to the University of South Florida, P.O. Box 864571, Orlando, FL 32886-4571
- Made online by accessing OASIS

Payment Procedures
Payment must be received or postmarked no later than the fee payment deadlines as specified on the Academic Calendar.

The primary form of payment of most account holders is on-line through the E-pay system via the myUSF portal. Students can pay using a check or a credit card in this system. Payments cannot be transacted by telephone.

Acceptable Forms of Payment
USF accepts online credit/debit cards or eCheck in your OASIS account, via postal mail by check or money order, or in person by check or cash. For complete details, please visit the University Controller's Office at http://www.usf.edu/business-finance/controller/student-services/cashiers/index.aspx.

If your bill is to be paid by an outside agency (government sponsor or other third-party sponsor), your scholarship agency should notify the University in advance by letter stating the amount and length of time of the award and whom to bill for tuition. Keep the original copy in case the immigration officer at the port-of-entry or the University Cashier's Office requests it.

- eCheck (recommended) – check payments can be made in OASIS by entering the routing and account number from your checking account paper checks.
- Benefits: There is no additional cost to pay using this method and payments post immediately.
- Credit Card – MasterCard, American Express, and Discover credit card payments can be made in OASIS. A 2.5% convenience fee will be charged.
- Mailed Check/Money Order – Checks and money orders (with student ID included) can be mailed to the address below. Please allow sufficient time for the checks to be received before the bill due date:
  University of South Florida
  P.O. Box 864571
  Orlando, FL 32886-4571
- Cashier's Office – Cash and check payments can be made in the Cashier's Office in the Student Services Building – SVC 1039

If you have questions regarding charges or payments on your student account or questions about your 1098-T (http://www.usf.edu/business-finance/controller/student-services/accountsreceivable/1098t.aspx) please call us at 813-974-6056 or email us at sfshelp@usf.edu. You can also visit us in person in SVC 1039 on the Tampa campus.

- For questions about your FAFSA or financial aid awards please contact: University Scholarships and Financial Aid Services (http://www.usf.edu/financial-aid/questions/)
- For questions regarding your residency status please contact the Registrar's Office: Residency Information (http://www.registrar.usf.edu/Residency/)

Location:
Student Service Building,
Tampa Campus SVC 1039
Mail Point: ALN 147

Mailing Address:
UCO-Student Accounting
University of South Florida
4202 E. Fowler Ave, ALN 147
Tampa, FL 33620
Other Forms of Payment
Tuition and fees may be partially or completely paid by financial aid, Florida Prepaid, tuition waivers, or departmental grants. The student is responsible to pay any amount that is not covered by these types of payments by the applicable due date.

Financial Aid
For details on how financial aid pays your USF bill, visit [http://www.usf.edu/financial-aid/know-this/index.aspx](http://www.usf.edu/financial-aid/know-this/index.aspx). Due to federal regulations, detailed information about your financial aid cannot be shared over the phone. These restrictions protect your personal financial information and assure only you have access to your financial aid record.

Florida Prepaid College Plan
The University of South Florida downloads a file from Florida Prepaid and automatically bills for all Florida Prepaid College students with tuition plans that are enrolled for Fall, Spring and/or Summer terms. Dorm plans are billed for students with dorm charges for Fall and Spring terms only. Payment is limited to the maximum amount allowed of your available prepaid plan balance.

To determine your portion of the fees, use the form at [http://www.usf.edu/business-finance/controller/student-services/student-accounting/florida_prepaid_worksheet.pdf](http://www.usf.edu/business-finance/controller/student-services/student-accounting/florida_prepaid_worksheet.pdf). Find the number of hours you are registered for in the hour’s column, and then find the amount under your prepaid plan. Subtract the amount that prepaid will cover from the balance of your Fee Assessment on OASIS. You are responsible for the difference. The amount prepaid is estimated to pay can also be viewed in the memo section of your ‘account summary by term’ on OASIS. Your portion of the tuition not covered by Florida Prepaid is due by the Financial Aid deferment deadline of the semester. Payment deadlines can be found at [http://www.usf.edu/business-finance/controller/student-services/deadline-dates.aspx](http://www.usf.edu/business-finance/controller/student-services/deadline-dates.aspx).

For questions concerning USF procedures or your student account contact our customer service department: Email: sfshelp@usf.edu or phone: (813) 974-6056

Florida Bright Futures
The Florida Bright Futures Scholarship Program ([http://www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/)) rewards students for their academic achievements during high school by providing funding for them to pursue post-secondary educational and career goals in Florida. Florida Bright Futures (FBF) funds are received from the State of Florida at the end of the first week of classes each semester. FBF will send funds in the amount of the scholarship you will be receiving to cover tuition.


Homeless Fee Exemption
According to Florida Statue 1009.25(f), a student who is homeless may be exempt from paying tuition and fees. The statute defines a homeless student as one who "lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."

If you think you may be eligible for the homeless exemption, you should speak with your Case Manager or Homeless Liaison Officer from the shelter or with a case manager from USF Student Outreach and Support ([http://www.usf.edu/student-affairs/student-outreach-support/](http://www.usf.edu/student-affairs/student-outreach-support/)). Student Outreach and Support can be reached at (813) 974-6130.

Tuition Waivers
Waivers can be brought in person to Tampa Campus SVC 1039 or mailed to:

UCO-Student Accounting
University of South Florida
4202 E. Fowler Ave ALN 147
Tampa, FL 33620

USF may waive tuition and fees as follows:
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- Any dependent child of a special risk member killed in the line of duty, per Sections 112.19 and 112.191, Florida Statutes.
- Certain members of active Florida National Guard are entitled to a waiver of tuition and fees pursuant to Section 250.10, Florida Statutes.
- A student enrolled through the Florida Linkage Institutes Program is entitled to a waiver of the non-resident tuition and fees pursuant to Section 288.8175(6), Florida Statutes.
- Intern supervisors for institutions within the State University System may be given one non-transferable certificate (fee waiver) for each full academic term during which the person serves as an intern supervisor, pursuant to 1009.26, Florida Statutes.
- Persons 60 years of age or older who are Florida residents, as provided by Chapter 1009.26, Florida Statutes.
- A student who is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Families or who, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Or a student who is or was at the time he or she reached 18 years of age in the custody of a relative or nonrelative under s. 39.5085 or who was adopted from the Department of Children and Families after May 5, 1997, pursuant to Chapter 1009.25, Florida Statutes.
- Purple Heart recipients pursuant to Chapter 1009.26, Florida Statutes.
- Non-Florida resident fee for qualified students including the Deferred Action for Childhood Arrivals (DACA), as provided by Chapter 1009.26, Florida Statutes.
- Non-Florida resident fee for a veteran; C.W. “Bill” Young Veteran Tuition Waiver, as provided in Chapter 1009.26, Florida Statutes.

The non-Florida student financial aid fee may not be waived for students receiving an out-of-state tuition and fee waiver.

Third Party Billings
Third party billing is a service offered to outside agencies/companies requesting to be invoiced for a student's tuition and fees. A third party cannot be an individual i.e. a student's parent. If you are a student and are expecting an outside agency to pay for your tuition and fees, the Student Accounting Office must be provided with an authorization to bill that agency.

An authorization is a written statement, preferably on agency letterhead, giving the University permission to bill that agency. An authorization should contain the following information:
- Billing Address
- Contact person (name, phone number, e-mail)
- Student's full name and U#
- Specific semesters that will be paid
- Specific charges that will be paid

Examples of authorizations include: Vocational Rehabilitation authorizations, financial letters of guarantee, tuition assistance forms, letters of credit, and vouchers.

QUESTIONS? Email questions related to third party billing to ThirdParty@usf.edu.

Tuition and Fees for Senior Citizens
Florida residents 60 years of age or older prior to the first day of classes in the term of registration may enroll on a space available basis in certain undergraduate and graduate courses without paying fees.

Eligible Senior Citizens must supply their registration materials to the Registrar's Office by the 5th business day of the semester. No registrations will be processed on Tampa Campus after the 6th business day of the term. Class registrations affected via OASIS prior to the Senior Citizen Registration date will incur a non-waiveable fee liability.
New Senior Citizen students, or who have not enrolled at USF in the past 3 consecutive terms, must provide two forms of state-issued identification (Driver's License; Voter Registration; Vehicle Registration) with their registration materials. The Senior Citizen Tuition Waiver Program is limited to bonafide residents of Florida. Persons shall be considered Florida Residents provided they have resided and held domicile in the state for at least twelve months immediately preceding the first day of classes for the term. This data is validated through state-issued documents.

Senior Citizen students are required to purchase parking permits to park on campus.

Many courses require college/departmental approval, prerequisites or have other restrictions which limit registration. Senior citizen students must acquire any necessary permits in advance of registration by contacting the department offering the course directly.

Senior Citizen students who are enrolled for classes which require their physical presence on campus must complete and submit the Medical History Form. Failure to submit the required documentation will block registration.

**State Employee Six-Hours-Free Course Benefit**

Admitted USF degree-seeking or non-degree seeking students who are employed by the State of Florida may apply to waive tuition up to a maximum of 6 credit hours (excluding selected directed individual study or research, internship practicum, music & theatre performance, Cooperative education, PACE, lifelong learning, continuing education and correspondence courses).

Tuition waivers are applicable only if the student adheres to the restriction to delay registering at USF until two business day after 5 p.m. before the start of the semester.


State employees, like all other USF students, register via OASIS but only on or after 5 p.m. two business days before the first day of classes each semester. For example, state employee students register after 5 p.m. on Thursday preceding the first day of a semester when classes begin on a Monday. Any state employee who registers at any time before the approved this registration start-time and day forfeits eligibility to use the State Employee Tuition Waiver and will be held fully liable for all USF tuition and fees.

Tuition Waiver Request forms must be completed and returned to the USF Student Accounting Office by the fourth day of class to avoid the $100 Late Payment Fee and potential class cancellation. State of Florida employees, who are not employed by the Florida State University System, will earn taxable income equal to the value of tuition waived for both undergraduate and graduate level courses. Since the value of tuition waived is taxable, it is subject to Federal Income Tax, Social Security and Medicare taxes (FICA), and reported to the Department of Financial Services, Bureau of State Payrolls; each term by the appropriate Division of Human Resources sees that all appropriate taxes are withheld.

Since tuition rates for Florida residents are lower than rates for non-residents, it is important for all state employees utilizing Tuition Waiver Request forms to verify their residency status is correct.