PAYMENT OF ACCOUNTS DUE TO THE UNIVERSITY

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 and the release of transcripts and diplomas 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 Important Dates & Deadlines page - [https://www.usf.edu/registrar/calendars/](https://www.usf.edu/registrar/calendars/).

The primary form of payment of most account holders is on-line through OASIS 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 [https://www.usf.edu/business-finance/controller/student-services/cashiers/index.aspx](https://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 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 ([https://www.usf.edu/business-finance/controller/student-services/accountsreceivable/1098t.aspx](https://www.usf.edu/business-finance/controller/student-services/accountsreceivable/1098t.aspx)) please call 813-974-6056 or email SFSHELP@USF.EDU. You can also visit SVC 1039 on the Tampa campus.

- For questions about your FAFSA or financial aid awards, please contact University Scholarships and Financial Aid Services ([https://www.usf.edu/financial-aid/questions/](https://www.usf.edu/financial-aid/questions/)).
PAYMENT OF ACCOUNTS DUE TO THE UNIVERSITY

UNIVERSITY OF SOUTH FLORIDA 2019-20 UNDERGRADUATE CATALOG

- For questions regarding residency, please contact Registrar's Office at https://www.usf.edu/registrar/resources/residency.aspx.

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

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 works at USF, visit https://www.usf.edu/financial-aid/know-this/index.aspx.

Due to federal regulations, there are restrictions on what financial aid information can be discuss with students and/or their parents over the phone and via email. Students are now required to present a photo ID when visiting the Financial Aid Office. If a dependent student, the student must have a completed Privacy Release for Dependent Students on file annually in order for financial aid information to be released to parent(s). These restrictions protect the student's personal financial information and assure that only the student has access to the 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 the student's available prepaid plan balance.

To determine the student's portion of the fees, use the form at https://www.usf.edu/business-finance/controller/student-services/student-accounting/florida_prepaid_worksheet.pdf. Find the number of hours registered for in the hour's column, and then find the amount under the student's prepaid plan. Subtract the amount that prepaid will cover from the balance of the Fee Assessment on OASIS. The student is responsible for the difference. The amount prepaid is estimated to pay can also be viewed in the memo section of the account summary by term on OASIS. The student's 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 https://www.usf.edu/business-finance/controller/student-services/deadline-dates.aspx

For questions concerning USF procedures or student account, contact the customer service department:

Email: SFShelp@usf.edu
Phone: (813) 974-6056

Florida Bright Futures
The Florida Bright Futures Scholarship Program (https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN) rewards students for their academic achievements during high school by providing funding for them to pursue post-secondary educational and career goals in Florida.

For more information on this program, including details on how to receive funding at USF, visit: https://www.usf.edu/financial-aid/brightfutures/index.aspx.

Homeless Fee Exemption

Florida Statue 1009.25(f)
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1009/Sections/1009.25.html

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

Tuition Waivers

USF may waive tuition and fees as follows:

- 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.
PAYMENT OF ACCOUNTS DUE TO THE UNIVERSITY

大学南佛罗里达大学 2019-2020 学科概览

- 非佛罗里达州居民的退伍军人费用；C.W. “Bill” Young 兵役奖学金，如在佛罗里达州法律第 1009.26 章中所述。

费用可亲自带到坦帕校区 SVC 1039 或邮寄到:

UCO 学生会计

大学南佛罗里达

4202 E. Fowler Ave ALN 147

坦帕，FL 33620

非佛罗里达州的学生经济援助费用不得为在州外支付学费和费用的的学生减免。

第三方账单

第三方账单是一项服务，由外部机构（如学生家长的企业）请求对学生的学费和费用进行发票。第三方不能是个体（即学生的父母）。如果您是学生且期待外部机构支付学费和费用，学生会计办公室必须提供授权以便向该机构开账单。

授权是一份书面声明，最好是机构信头，给予大学向该机构开账单的权限。授权应包含以下信息:

- 开账单地址
- 联系人（姓名、电话号码、电子邮件）
- 学生的全名和U#
- 将要支付的特定学期
- 将要支付的特定费用

授权的例子包括：职业康复授权、保证信、学费援助表、信用信和证劵。

- 如果您的机构没有标准的授权信，请使用第三方账单协议


问题？有关第三方账单的问题，请发送电子邮件至 ThirdParty@usf.edu。

学费为老年人

佛罗里达州 60 岁或以上者，于登记日的前一日可按空间可用为某些本科及研究生课程注册，无需支付费用。年长者必须在学期第 5 个工作日之前将登记材料提交给注册处。学期末第 6 个工作日后，将不再接受在坦帕校区的报名。受影响的班级将产生非可减免的费用。新年龄公民学生或在过去的 3 个连续学期未在 USF 注册的学生，必须提供两种州颁发的身份证明（驾驶执照；选民登记；车辆登记）及登记材料。年龄公民奖学金计划仅适用于真实佛罗里达居民。如在过去的 12 个月内一直居住并有佛罗里达州的户籍的人将被考虑为佛罗里达真实居民。年龄公民学生必须购买停车位以停放车辆。

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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 days after 5 p.m. before the start of the semester.

State employees must also acquire all necessary employer approvals on the state employee Tuition Waiver Request form. For more information, visit [https://www.usf.edu/business-finance/controller/student-services/student-accounting/waivers-state.aspx](https://www.usf.edu/business-finance/controller/student-services/student-accounting/waivers-state.aspx)

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 term. 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.