
BILLING INFORMATION FOR SPECIFIC OUS UNIVERSITIES

The following section has been prepared by Pam Roberts, the OUS International Programs Billing Coordinator. It explains the billing procedures as they relate to each OUS university and should answer many of your questions. **Please read the information dedicated to your particular university very carefully.**

If you have further questions about your program payments, please contact:

Pam Roberts, Billing Coordinator
OUS International Programs Office
Snell Hall, Fourth Floor
Oregon State University
Corvallis, OR 97331-1642

Telephone: (541) 737-6466
Fax: (541) 737-6482
E-mail: pam.roberts@oregonstate.edu

PSU Billing Procedures

The registration fee* and program charge will be put on your regular PSU account. You will receive a computerized statement from the PSU Business Office shortly before the due date. The same policies regarding late fees, credit card payments, etc., will apply to your program billing. If you do not receive a statement, please make your payment as scheduled and mail it to this address:

PSU Cashiers Office
Portland State University
PO Box 908
Portland, OR 97207-0751

All payments should be made payable to PSU. If you have any questions regarding your PSU account, you should contact Andrea Price (503 725-5076, pricea@pdx.edu) in the PSU Office of International Affairs.

Due dates for program fee and registration fee are by the end of the second week of the term here in Oregon. If you do not pay by the second week of the term, an automatic late fee will be assessed and charged to your account.

If you are participating in a year-long program or in a winter/spring semester program, your program and PSU registration fees will be distributed over three (year-long) or two (winter/spring) terms.

Financial aid students:

It is very important that you read and follow carefully all the instructions in the “PSU Financial Aid” section later in this chapter.

Your financial aid will be applied to your account at PSU at the start of the term here in Oregon. If your aid will only cover part of your program cost, you should pay the balance by the due date to avoid late charges. If your aid is greater than the program cost, you will receive a refund.

*This is the fee that PSU charges for registration and administration and is listed on your cost sheet under “Additional Expenses.” **The PSU registration fee will be \$300 for each term that you are abroad.**

Please see next page for answers to “Frequently Asked Questions.”

PSU Billing Procedures – Frequently Asked Questions

- 1. My first program payment isn't due until October, yet my program starts before then. Will I still receive my room and board disbursement in September?**

If your program bill includes room and board, then you will be covered from the start of the program, regardless of when we receive your first program payment.

- 2. Can I pay my program bill with a credit card?**

You can pay your bill on-line via the PSU Information System at www.pdx.edu. In order to do so, you will need your student ID number and your password.

- 3. Can I pay my program bill in monthly installments?**

Yes, you may pay in monthly installments, if you prefer dividing up your bill. However, be aware that you will be charged interest and that each term's bill should be paid in full before the next term's installment is due.

- 4. I am eligible for staff rates. Can I use them while I am on exchange?**

No, unfortunately you cannot. Since you are not paying regular tuition to PSU (you are paying an administrative fee to the OUS International Programs Office in lieu of tuition) you cannot use staff rates.

- 5. My PSU bill was for more than the amount listed on the payment agreement (plus the PSU registration fee). Why?**

You might have had some old charges on your account that you didn't pay before you left on exchange. You need to pay those. Also, new and transfer students are charged a one-time matriculation fee. Finally, sometimes health service charges will show up on your account after you've left for exchange. Often students stock up on prescriptions or have a physical as part of the visa application process. Usually, it takes a few weeks before those charges will be put on your PSU account, so don't forget about them!

- 6. The financial aid that was applied to my PSU account was less than what I was expecting. What happened?**

A few loans (for instance the Stafford loans) have a fee subtracted from the gross amount of the loan. Also, some private scholarships come in a little later in the term, so they might not be applied to your account by the time the bill is printed. If your aid is significantly different than what you were expecting and you can't account for the difference after you've carefully checked your aid award and PSU account, you should contact Matthew Sagayaga in the PSU financial aid office (sagayagm@pdx.edu). Perhaps you neglected to complete some required paperwork.

- 7. I have an alternative loan (a loan that you applied for directly with a bank; NOT Stafford loans, subsidized or unsubsidized loans, Direct PLUS loans, or Perkins loans). How do I have that applied to my PSU account?**

This type of loan is payable to you and, for many of the alternative loans, the bank (not PSU) requires that you endorse the check. **If you have an alternative loan, you must contact the PSU Cashier's Office (503-725-5332.** Someone in the Cashier's Office can tell you what your particular bank requires and work out a procedure with you regarding the check.

8. I received my financial aid refund at the start of the term. Yet, the next month my billing address received a bill from PSU with a balance due. Why wasn't my account balance cleared with my aid before a refund was issued?

PSU is trying to make sure that it is in strict compliance with federal regulations regarding financial aid. The only charges that PSU will deduct from *federal* financial aid before it issues a refund are the current term's tuition/fees/room & board charges (this includes your exchange program charges). PSU will NOT deduct previous term's balances, emergency loans, fines (parking, library, etc), health service charges for pharmacy items etc., from federal types of aid. Instead, PSU will issue a refund, upon which you need to pay any outstanding charges on your PSU account. This policy will possibly affect you in two circumstances: you currently owe money to PSU from previous terms or fines, or health service charges are put on your account after you leave for exchange. If either of these circumstances applies to you, just deposit your refund check and write a check to PSU to cover the charges that weren't deducted from your aid.

NOTE: State based aid and private loans (such as alternative loans) and scholarships will be applied to any past due balance you might have on your PSU account.

9. My financial aid contact address received a letter from the PSU Financial Aid Office at the end of the term that stated I am out of compliance and that my future aid is in jeopardy. Why?

This is a computer-generated letter that goes out to all financial aid students who don't have grades on the system after the end of the term. Your aid will continue to be released while you are on exchange and you can disregard the letter during the school year. **However, at the end of the school year (spring term), the PSU Financial Aid Office will require that grades be on the system so that they can verify that you passed the required number of hours before any subsequent financial aid is released.** (Your future aid is held, not canceled.) Make sure that you do everything you are supposed to do to ensure that we have the necessary paperwork to transcript your grades quickly (check with the program administrator or resident director).

10. I have a tuition/fee remission and/or another PSU-based scholarship. Can I use that for my program?

Yes (such as the Laurels, Diversity and Presidential Scholarship). The only scholarship that is NOT applicable to your study abroad program is WUE. (To accommodate this, OUS will charge WUE students the same program fee as for resident students.)

Updated 2/27/08

FINANCIAL AID

Financial Aid Timeline

The following chart provides dates to consider if you will be applying for financial aid for next academic year.

Mid-December	Free Application for Federal Student Aid (FAFSA) becomes available for the next academic year. Copies can be picked up at your Financial Aid Office. Start filling out the FAFSA as soon as you get it, using estimated income if necessary. (You can also apply online at www.fafsa.ed.gov .)
January 1 – February 1	Mail your FAFSA to the Federal Processor between January 1st and February 1st for consideration as an on-time applicant.
April - May	Your financial aid award is packaged. If you decide to stay in Denmark for the exchange program next year, it would be wise to contact your Financial Aid Office at this time to ensure that your file is complete and all forms have been signed. Please note that your financial aid office cannot prepare your financial aid award package to include additional expenses of studying overseas until the OUS International Programs Office has supplied them with a final budget. (Final determination of overseas budgets is dependent upon cost projections from your program site.) For more information, see the financial aid page for your university later in this chapter.
Mid-May	Award letters are sent out beginning in mid-May. The Financial Aid Office <u>will not</u> print your loan promissory notes until you have signed and returned your award letter.
Summer term	If you have not finished the financial aid process as outlined above, remain in contact with your Financial Aid Office and complete all paperwork as needed.
Beginning of each term	Financial aid disbursement date
Mid-December	Don't forget to fill out the FAFSA for the following year!

Overview of Financial Aid Process

Even if you do not currently receive financial aid, it is a good idea to apply before you go overseas. Some programs can cost significantly more than the regular OUS tuition. All students are eligible for some form of aid, regardless of family income. If you are unsure about meeting the costs of your program, financial aid may be your answer.

Participants in OUS study abroad programs are eligible to be considered for the same federal, state, and institutional financial aid programs available to on-campus students at OUS universities. You will receive the financial aid to which you are entitled when you have met all of the following conditions:

- Been admitted as a full-time student;
- Filed a FAFSA form;
- Provided all information requested by the Financial Aid Office;
- Received, signed, and returned your financial aid award letter to the Financial Aid Office;
- Signed and returned loan promissory notes or other required forms;
- Completed entrance loan counseling with the Financial Aid Office prior to receiving any loans;
- Notified the Financial Aid Office of your current address or the address of a contact person in the United States.

Applying early for financial aid is critical. On-time applicants will receive all aid for which they are eligible. For consideration as an on-time applicant, send your completed, signed FAFSA to the Federal Processor as soon after January 1st as possible and no later than February 1st. Getting your application in on time also allows your Financial Aid Office adequate processing time to meet program payment deadlines.

The FAFSA will ask for information from your tax returns. If you do not have your tax returns completed, ESTIMATE your income! You can correct the information on the FAFSA later without being considered a late applicant. However, once your application is considered late, you will no longer be eligible for certain types of grant and loan aid.

When your financial aid award is being packaged, your Financial Aid Office will send either a request for more information (if your FAFSA was incomplete, had inconsistent information, or used estimated taxes) or an award letter offering you your financial aid for the following year. The budget on your award letter may be higher than usual to reflect additional expense incurred by participation in an overseas program. Your aid, when possible, may also be increased to cover the additional program expenses including airfare to and from the site.

Keep in contact with your Financial Aid Office throughout the term before you go abroad to ensure that:

- (1) your file is complete;
- (2) your aid has been packaged;
- (3) program costs have been calculated into your total budget;
- (4) all loan notes and release/authorization forms have been signed prior to the end of the term.

Your financial aid can be processed long distance, but this takes time and adds stress. It can also force you to pay program costs out of your own pocket until your aid is processed.

Look realistically at your or your parent's ability to meet the expected family contribution, the amount the federal government calculates that you can pay toward your education. If you don't think you can pay this amount, look at other options *before* you go overseas. More and more students are turning to alternative loans to help cover their educational expenses. Alternative loans are offered through an outside institution directly to the student borrower to pay for the expected family contribution. Please note that these loans generally carry higher interest rates and must not exceed the amount of unmet need shown on your financial aid budget. Contact your Financial Aid Office to get more information on these loans.

Your financial aid will be disbursed on the first day of classes at your home university even though your program may start earlier. Make sure you bring enough money with you to cover initial expenses.

It is possible to have most of your financial aid credited directly to your OUS international program billing account with the Oregon State University Business Affairs Office after the beginning of the term.* In order to do this, you must sign release papers available in your financial aid or business affairs office before you leave. Some Stafford Loans and other private loans, however, may not be transferable in this manner. If this is the case, they must be mailed to you, or a designated individual, to be endorsed and/or deposited in an account in your name. Contact your Financial Aid or Business Office to determine what procedures they recommend you follow in order to receive these funds. If you do receive a financial aid check in Denmark and need to use the funds to make your program payments, you can endorse it and make it payable to **OUS Denmark Program c/o OSU Office of International Programs** and then mail it to Oregon State University, Box 1086, Corvallis, OR 97339.

*** Note for PSU students:** If you are a PSU student, you will be billed directly by PSU for your entire program cost. Your financial aid will be applied to your PSU account.

The aid that you have arranged to have released directly to the program will be applied to your account at the beginning of the term in Oregon. (Do not be concerned if this credit does not appear on the first bill you receive; sometimes the aid transfer takes a few weeks to be processed. Your aid should be applied by the second bill of the term.) If your aid does not completely cover the program cost, you must make payments for the difference **by the due dates listed** on the payment schedule. If your aid will completely cover the cost of the program, you will not need to make any payments. If your aid is more than the program cost, you will receive a refund.

BE SURE YOUR FINANCIAL AID ARRANGEMENTS ARE COMPLETE BEFORE YOU LEAVE THIS COUNTRY. It can be very disconcerting to find out that you did not sign everything after you are already several thousand miles away. It can also be expensive!

NOTE: Students on financial aid who do not maintain full-time status while on an overseas program may face consequences related to aid for the year abroad or for the year following. Consult with the Resident Director to be sure you are fulfilling full-time status requirements.

It is the student's responsibility to notify the financial aid office on their home campus, in writing, of any and all changes in enrollment as they occur. Satisfactory academic rules and regulations do not change just because a student is not on campus.



Please be sure to read carefully the specific information regarding billing and financial aid procedures for your particular university, included in this chapter.

PSU Financial Aid

Contact Person: Matthew Sagayaga
Room 183, Neuberger Hall
Telephone: (503) 725-4951
E-mail address: sagayagm@pdx.edu

MAKE SURE YOUR FINANCIAL AID ARRANGEMENTS ARE IN ORDER BEFORE YOU LEAVE:

1. Apply for financial aid the same as usual. Even if you have already been awarded when you decide to study abroad, it is relatively easy to revise aid to reflect a new budget. If you wish, you may wait until you're accepted into a study abroad program to apply. However, because the aid process can take up to several months, it is best to get the process underway early. You can always cancel it later if things don't work out.
2. Get accepted to a study abroad program.
3. Make sure the Financial Aid Office has been notified that you are accepted to study abroad. Students cannot be awarded aid for a study abroad program without first being accepted into it.
4. When you receive notification of your Financial Aid Award, be sure to follow the instructions and respond right away. If you do not respond within 30 days, your award may be cancelled.
5. Be sure you have made arrangements for delivery of any financial aid coming to you after your PSU charges have been paid. For most students, this will be through the HigherOne card. Confirm with the Business Office that the option you choose will be the right option while you are abroad. You can change your option if desired. The alternative to the HigherOne card is to sign up for Direct Deposit with the PSU Business Office.

AS A FINANCIAL AID RECIPIENT, YOU ARE SUBJECT TO THE SAME SATISFACTORY PROGRESS REGULATIONS REQUIRED ON THE HOME CAMPUS.

REMEMBER: You must report to the Financial Aid Office any kind of resources you receive (such as scholarships, stipends, etc.) other than those awarded through the Financial Aid Office. Receiving other resources may result in an adjustment of your award.

NOTE:

If you are applying for financial aid for the year you are back in the U.S., please complete your FAFSA for that year on-line at www.fafsa.ed.gov. Typically, FAFSA applications are to be completed by January, in order to receive aid for the following academic year. If parental information is included in your FAFSA application, the parent's PIN must be entered when submitting the FAFSA. Don't forget to keep your PSU mailing address updated.

We strongly encourage you to meet with a financial aid counselor before you leave for your study abroad experience.

Revised 1/08

For more information, please see PSU Billing Procedures and Frequently Asked Questions earlier in this chapter.