

# Doing Business Buckeye Style

## Buckeye Link

Ohio State makes it easy to manage the business of being a Buckeye through [buckeyelink.osu.edu](http://buckeyelink.osu.edu). This self-service site provides tools and information to pay tuition and fees, track financial aid, register for classes and more through the [Student Center](#). Buckeye Link also has answers to many questions and timely updates about a student's account. You will use Buckeye Link to accomplish the following:

### Select/waive student health insurance

Proof of insurance is required of all undergraduate students enrolled for six or more credit hours, and students are automatically enrolled in the university's comprehensive Student Health Insurance Program. Students can select or waive insurance coverage annually via the [Student Center](#). To waive student health insurance, you must provide the address and phone number of your current insurance company, the policy holder ID number, and policy/group number.

### Take financial responsibility

Students must sign the [Statement of Financial Responsibility](#) through the [Student Center](#) each term and agree to assume full financial responsibility for all applicable fees. Failure to agree to the statement will result in a Registration Lock Hold that will block registration.

### Make a payment

Fees may be paid using [ePayment](#) online through the [Student Center](#). Cash is not accepted. Online payments may be made from a personal checking or savings account or a valid credit card (MasterCard, Discover and American Express are accepted).

To use ePayment:

1. Sign into the [Student Center](#) at [buckeyelink.osu.edu](http://buckeyelink.osu.edu).
2. Click the [Make Payment](#) button in the [Finances](#) section and choose from the payment options:

**Electronic check payments:** Make an online payment from your checking or savings account using your routing and account numbers.

**Credit cards:** Ohio State currently accepts Discover, Master Card, and American Express. There is a 2.75% non-refundable convenience fee per credit card transaction.

**Guardian access:** Authorize a guardian(s) to make payments directly to your account.

**Mail a payment:** Generate a payment coupon to mail with a check or money order.

Checks and money orders should be made payable to The Ohio State University and must include the student's account number (student ID number).

Note: Ohio State ATI students can make payments at the Fees and Deposits Office, 211 Halterman Hall (cash, check or money order only).

### Choose TOPP

Tuition Option Payment Plan (TOPP) allows a student to split the cost of fees and other eligible university expenses into several payments per term.

To sign up for TOPP:

1. Sign into the [Student Center](#) at [buckeyelink.osu.edu](http://buckeyelink.osu.edu).
2. Select the [Payment Plan](#) tab under Account Inquiry in the [Finances](#) section

Note: Students must sign up for TOPP each term.

### Set up direct deposit

Students who anticipate receiving refunds because of financial aid or scholarship overages are strongly encouraged to sign up for direct deposit. To do so, select [Account Refund](#) on the [My Account](#) page in the [Finances](#) section of the [Student Center](#). Be sure the [Current Address](#) and [Permanent Address](#) are updated in the [Personal Information](#) section of the [Student Center](#) to avoid possible delays.

### Sign information releases

Information releases for academic, account, and financial aid information are completed online by selecting [Student Information Release](#) in the [Personal Information](#) section of your [Student Center](#). (For more, see FERPA on back.)

### View holds

Administrative holds are placed if a student has an outstanding balance or fine, fails to comply with an obligation imposed under university rules, or has other issues that need to be reviewed. A hold may halt registering or enrolling in classes, receiving a transcript, viewing grades, or receiving a diploma upon graduation.

Holds are shown on the [Student Center](#). For information about a hold, including how to get it cleared, click on the "details" arrow in the [Holds](#) box.

## Financial aid

Federal, state and university aid is reflected as Pending Financial Aid on the [Statement of Account](#), viewable through the [Student Center](#), until 10 days before the start of each term, at which time aid funds are fully applied. If you have been awarded aid that does not appear as indicated, check the [Financial Aid To Do List](#) on your [Student Center](#) for instructions. Funds from non-university scholarships, alternative or private loans, and College Savings Plans are handled differently. For information about external awards, go to [sfa.osu.edu/scholarships](http://sfa.osu.edu/scholarships).

## Tuition and fees

Instructional and general fees vary from student to student depending on campus, major and hours taken. For an explanation of all fees assessed by Ohio State, including current fee tables, click on the [Tuition and Fees](#) button at [registrar.osu.edu](http://registrar.osu.edu).

## Fee payment policy

Tuition and all fees are generally due one week prior to the beginning of the term. This includes the first Tuition Option Payment Plan (TOPP) installment. All payment due dates are listed on the [Statement of Account](#).

**Late payment fee:** Students who fail to pay by the due date will be assessed a \$200 late fee, which will increase to \$300 if tuition and all fees (or the first TOPP installment) still are not paid by the second Friday of the term. Students who have outstanding balances by the second Friday of the term may be dropped from all enrollments for non-payment.

**Re-enrollment fee:** Students dropped for non-payment will be assessed a \$300 fee to re-enroll in addition to any incurred late fees.

**Forfeitures and refunds:** Students who drop below full time or withdraw from all classes after the first Friday of the term until the fourth Friday of the term will forfeit a percentage of their tuition and fees depending on when the drop or withdrawal occurs.

For important dates and deadlines, click on the [Calendar \(Academic\)](#) button at [registrar.osu.edu](http://registrar.osu.edu).

## BuckID

Students use their BuckID for secure access to buildings (including residence halls), for meals in campus dining facilities, for admission to athletic and other university-sponsored events, and for printing in the computer labs. The BuckID also has a debit account function. To search for merchants who accept the BuckID as a form of payment, report a lost or stolen card, or check transaction history and available balance, go to [buckid.osu.edu](http://buckid.osu.edu). Anyone with the student's

19-digit BuckID account number can make an online deposit to the debit account.

## FERPA

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy of student educational records, including financial records. Without the appropriate student information releases, student account, and academic records cannot be discussed with a parent, guardian, spouse, or other parties. For more information about privacy and release of student education records, visit [registrar.osu.edu](http://registrar.osu.edu).

To change or update an information release:

1. Click on [Student Information Release](#) in the [Personal Information](#) section of the [Student Center](#).
2. Fill in the requested [Designee Information](#), and choose a unique access code for each designee to use to validate their identity when seeking information about you from the university. More than one designee can be selected for each of the following:

[Academic Information Release](#)  
[Account Information Release](#)  
[Financial Aid Information Release](#)

## We're here to help

### Student Service Center

Student Academic Services Building, Lobby  
281 West Lane Avenue

(614) 292-0300 | Toll-free: 800-678-6440 | [ssc@osu.edu](mailto:ssc@osu.edu)

### Phones and walk-in hours:

9 a.m. to 5 p.m. Monday through Thursday  
9 a.m. to 4 p.m. Friday

### Agricultural Technical Institute (ATI)

**Fee and Deposits,** Halterman Hall 211  
Cindy Shelly, 330-287-1264

**Academic Affairs,** Halterman Hall 219  
Financial Aid | Barbara LaMoreaux, (330)-287-1214  
Registration | Jill Gallion, (330)-287-1303  
Transfer Credit | Peg Lambert, (330)-287-1376

Student, Orientation, Assessment and Registration |  
Ruth Montz, (330) 287-1247 | [montz.11@osu.edu](mailto:montz.11@osu.edu)

For on-line tutorials regarding business practices and procedures at Ohio State, visit [orientation.osu.edu/dbbs.html](http://orientation.osu.edu/dbbs.html).

