STUDENT ACCOUNTS

Bursar’s Office Overview
Location

The Bursar’s Office is located in the Student Services Center, Suite 209
The Bursar’s Office consists of two areas

- **Student Accounts**
  - Hours of Operation – 8:00 am. – 5:00 pm. M-F*.

- **Cashier’s Office**
  - Hours of Operation – 8:00 am. – 4:30 pm. M-F*.

*Extended hours
First Thursday of every month*
Phone: (757) 823-9293
Fax: (757) 823-8667

Email: studentaccounts@nsu.edu

Website: www.nsu.edu/studentaccounts

Information for Representatives in Student Accounts are listed on website
PAYMENT INFORMATION

• Tuition Deadline for Spring 2019
  ➢ January 11, 2019

• Class Cancellation for Spring 2019
  ➢ January 11, 2019
TUITION AND FEES PAYMENT INFORMATION

Payment Methods

1) MyNSU E-commerce:  www.nsu.edu/mynsu

2) Cashier’s Office Student Services Center, Room 209.
   Telephone: (757) 823-8545

3) Combination of Financial Aid and Other Payment Types

4) Third Party Sponsorship

5) Cash Net Tuition Payment Plan

Internet:  https://commerce.cashnet.com/paymentportal
Load Funds on Spartan Cards Starting:

January 1, 2019

www.nsu.edu/mynsu

under SpartanCard Authorizations
REFUNDS

Processing Begins After 3rd week of Classes (After 1/25/19)

Refunds for students who are not enrolled in direct deposit will be processed approximately 2 weeks later than those with direct deposit.

- Sign up for Direct Deposit:
  - www.nsu.edu/mynsu
  - Under Banking Information

- Sign up for a free student checking account at:
  https://www.bankofamerica.com
Steps:
1. Click “Login to MyNSU”
SPARTAN SELF-SERVICE

Steps:
1. Click the rotating “Arrows” if you cannot see the phrase “For Students” below. This will refresh the menu and make the line appear.

2. Click the “Carot” to expand the Self-Service options a. This is a sample list of available services, and the list is in alphabetical order.
Points to Remember

1. Class cancellation – January 11, 2019
2. Sign Prom notes and entrance counseling online for loans (student & parent plus).
3. Check student e-mail account daily
4. E-mail questions – studentaccounts@nsu.edu
5. Sign Release of Information form – students authorize parent/guardian to receive information
6. Complete Tuition Payment Agreement form. --- MANDATORY
WELCOME TO NORFOLK STATE UNIVERSITY