

PAYMENT OPTIONS

ONLINE

nova.edu/nsuebill

(e-Check, Visa, Mastercard, and American Express credit or gift cards accepted)

Did You Know? If your account balance is paid by credit card or gift card, any excess credit will be returned to the card(s) used for payment.

Tip: Keep any gift card(s) used to make payments in case you are ever owed a refund.

MAIL

Mail a check, money order, or cashier's check with your name and NSU ID to

Nova Southeastern University
Office of the Bursar
3300 S. University Drive
Fort Lauderdale, FL 33328-2004

IN PERSON

Go to the One-Stop Shop in the Horvitz Administration Building.

WIRE TRANSFER

Go to nova.edu/bursar/payment/pay_my_bill for instructions.

INTERNATIONAL PAYMENTS

International payers may use Flywire to pay from any country and bank. For more information, visit nova.edu/bursar/payment/international-payments.html.

THIRD-PARTY BILLING

Florida Prepaid College Plan
800-552-GRAD • myfloridaprepaid.com

For other 529, 504, prepaid, or tuition-assistance plans, you can read more at nova.edu/bursar/payment/third_party_billing.



CONTACTS

CHARGE CONCERNS

For questions about your charges, contact the respective office below.

Payment (954) 262-5200 • bursar@nova.edu

Student Health Insurance (954) 262-4060 • studenthealth@nova.edu

Residential (954) 262-7052 • housing@nova.edu

Meal Plan (954) 262-8929 • nsucard@nova.edu

Financial Aid Refunds (954) 262-5200 • bursar@nova.edu

Collections (954) 262-5200 • collections@nova.edu

Tuition Reversal (refer to your college catalog)
nova.edu/academics/course-catalog.html

Student Accounts (954) 262-5200 • studentacct@nova.edu

OFFICE HOURS

8:30 a.m. to 5:00 p.m., Monday–Friday

FORMS

Forms and details are available by visiting nova.edu/bursar/forms.

Forms available include

- Refund Check Cancellation Form
- Authorization to Return Refund
- Florida Prepaid College Plan Billing Request Form
- Authorization for Release of Information (ROI) Consent
- Bookstore Advance Purchase Program (BAPP) Form
- 1098-T Electronic Opt-in Form

NOVA SOUTHEASTERN
UNIVERSITY

NSU
Florida

nova.edu/bursar

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, sexual orientation, gender, gender identity, military service, veteran status, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Any such acts are unacceptable and strictly prohibited by the university. 23-11-027RNK

THE INS AND OUTS OF STUDENT ACCOUNTS



NSU Florida

STUDENT ACCOUNT BASICS

Use this quick reference guide, created by the Office of the University Bursar, to take stock of your financial responsibilities and build a positive track record of account management. Additional details can be found in your Student Enrollment Agreement (SEA).

QUICK LINKS

Account Access and Direct Deposit	sharklink.nova.edu
Authorized User Setup	nova.edu/nsuebill
Bursar	nova.edu/bursar
Financial Aid	nova.edu/financialaid
ID/Password Recovery	nova.edu/resources/nsuidentity
International Affairs	nova.edu/internationalaffairs
Invoices and Receipts	studentaccts@nova.edu
Payment Plans	paymentplan@nova.edu
NSU eBill Payment	nova.edu/nsuebill
Student Health Insurance	nova.edu/studentinsurance
SharkCard	nova.edu/nsucard

TIP

An email is sent in the middle of each month alerting you to review your NSU eBill account. You may designate another person to also receive the alert, as well make payments to your account in NSU eBill (authorized user setup). Additionally, the bursar's office reminds students of the student health insurance waiver deadlines by NSU email, so be sure to check your email regularly.

DEFINITIONS

ACCOUNT

A record of charges and credits. Your NSU account can include tuition and fees, housing and food, financial aid credit, and more.

Did You Know? Payment is due in full at the time of registration. If you plan to live on campus, account balances must be paid prior to check-in.

Prior to your check-in date, contact a Financial Aid and Academic Records (FAAR) representative at (954) 262-5200 or (954) 262-3380 for payment or help completing outstanding financial aid requirements.

ACCOUNT HOLDS

A mechanism that freezes student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. Holds remain on your NSU account until the balance is paid in full. Holds may also impact your ability to access transcripts and receive your diploma.

Tip: If you mail in a personal check for payment while there is an account hold, the hold will remain for 10 business days, allowing for bank clearance.

AUTHORIZATION FOR RELEASE OF INFORMATION (ROI)

If your parent, guardian, or another person will be assisting you with your account management or will be making payments on your behalf, NSU requires you to complete an Authorization for Release of Information at nova.edu/roi.

BURSAR'S OFFICE

The bursar's office is responsible for assessing tuition and fees, billing, and collecting amounts due to the university.

COLLECTIONS

Accounts that are not kept current are turned over to the collections department for handling. This includes accounts with past due balances older than 90 days from the start of a semester/term. Visit nova.edu/bursar/billing/collections for more information.

LATE FEE

Applied to any account that has a balance at 30 days after the semester start. The current late fee is \$100.

NSU eBILL

Reflects your student account activity and allows you to set up authorized users and payment plans.

PAYMENT PLAN

A voluntary, online payment option for students who need a little extra time to pay their account balance. Enrollment is available to eligible students via nova.edu/nsuebill before the start of the semester/term. For plan details and eligibility requirements, visit nova.edu/paymentplan.

PAYMENT POLICY

By registering for courses at NSU, you accept financial responsibility for paying the full account balance, plus any additional costs incurred by the university in the collection of these debts.

REFUNDS (Financial Aid and Tuition)

If the total amount of financial aid for the semester exceeds account charges, you may receive a financial aid refund. To receive refunds to your bank account, sign up for direct deposit. Otherwise, refunds are mailed to the preferred mailing address, if indicated, or the permanent mailing address on your student profile. Tuition refunds may be issued based on the time of withdrawal from classes. Refer to your program's catalog for withdrawal and tuition refund policies.

Tip: You must have a valid mailing address in SharkLink to receive any refund. To sign up for direct deposit, visit nova.edu/bursar/refunds/direct_delivery.html.

STUDENT ENROLLMENT AGREEMENT (SEA)

Your SEA outlines university policies on course registration and financial responsibilities and must be completed each calendar year as part of the registration process.

STUDENT HEALTH INSURANCE

Student health insurance is managed through the bursar's office. For assistance regarding student health insurance fees, waivers, waiver reversals, election inquiries, and other questions, please call (954) 262-4060, email studenthealth@nova.edu, or visit nova.edu/studentinsurance. Students are automatically enrolled in the university's health insurance plan with course registration and must submit a waiver application each academic year by the published deadline if they have comparable insurance coverage.

THIRD-PARTY BILLING

NSU accepts and bills third parties like the Florida Prepaid College Plan for tuition, fees, and on-campus housing costs. The difference between costs and plan allocations is the responsibility of the student. For details, visit nova.edu/bursar/payment/third_party_billing.

TAX INFORMATION

Colleges and universities use Internal Revenue Service (IRS) Form 1098-T to report information posted to a student's account, as required by the Taxpayer Relief Act of 1997. The reported information (including payments for tuition, fees, scholarships, and grants) is used to determine eligibility for educational tax credits, such as the American Opportunity Credit. Review Publication 970 at irs.gov for more information on educational tax benefits.

Tip: Visit nova.edu/bursar/tax1098.html to sign up for electronic delivery of your Form 1098-T.

Colleges and universities are also required to file IRS Form 8300 to report receipt of more than \$10,000 in cash per semester. Students are notified when this form is filed.

Nonresident aliens (NRA) and foreign students attending NSU on an F or J visa, who receive an NSU institutional scholarship, may be subject to NRA withholding. For more information, visit nova.edu/internationalaffairs/students/current/tax.html.

