

The office of Student and Employee Services accepts cash, checks, and online credit card payments. Payments are due prior to the 15th of each month. If the 15th falls on a weekend, the due date is extended to the next business day without penalty.

To ensure enrollment and academic hold release, pay the entire past due account balance in cash, certified funds or credit card online. If payment is by personal paper check or online web check, the account holder may be required to wait until the payment has cleared the bank (up to 2 weeks) to enroll or obtain a transcript or a diploma.

A paper check as payment authorizes Langston University to clear that check electronically. Bank accounts may be debited the same day payment is received. Electronically cleared transactions appear on bank statements even though paper checks are not presented to the financial institution. Any resubmission due to insufficient funds may also occur electronically. All transactions are secure and payment by check constitutes acceptance of these terms. Returned items are assessed a \$50 fee and the account holder is responsible for all dishonored payments which have been processed on their account, including the credit card convenience fee. If a payment is returned to the University by the bank and the payment was made to get enrolled, the Bursar may cancel enrollment and referral to student conduct is a possibility.

Students must meet all financial responsibilities due to the University. Financial irresponsibility may subject the student to additional fees, suspension of check writing/online payment privileges, denial or cancellation of registration, withholding of grades and transcripts and possible adjudication under the Code of Student Conduct. The writing of checks, both paper and electronic, on accounts with insufficient funds, as well as the issuance of stop pays or fraudulent credit card chargebacks is considered a lack of financial responsibility. Personal checks are not accepted to pay a returned check. Payment must be in cash, certified funds, or credit card online.

Effective May 5<sup>th</sup>, 2023: A 2.95% or \$3.00 minimum convenience fee will be added to all credit/debit card Bursar account payments. The convenience fee is nonrefundable, even if the payment to which it relates is cancelled, refunded, credited, or charged back. Visa, MasterCard, American Express, Discover, Diners Card International, JCB, and Union Pay are accepted.

## **Cash Payments**

Cash payments can be made in person at our office at:

Page Hall Rm 112

Bursar window

Hours: Monday-Friday 8:30am-4:00pm

## **Check Payments**

Make checks payable to "Langston University" and mail to:

Student and Employee Services  
PO Box 1205  
Langston, OK 73050

When you send us a check as payment, you authorize Langston University to clear your check electronically. This electronic transaction will appear on your bank statement although your check will not be presented to your financial institution or returned to you. Any resubmission due to insufficient funds may also occur electronically. Please be aware that all checking transactions will remain secure and payment by check constitutes acceptance of these terms.