

# PAYING YOUR BSC BILL

BSC strives to ensure that paying your bills is a straightforward process. We offer a number of ways to pay, and our Student Finance office is available to answer your questions any time. Below you'll find some questions often asked by students. If you don't find the answer you need here, please contact us.

Student Finance, 1st Floor Schafer Hall, BSC Campus  
701-224-5706 | 701-224-5533 | 701-224-5691  
[bsc.studentfinance@bismarckstate.edu](mailto:bsc.studentfinance@bismarckstate.edu)

## How do I know what I owe?

While you may receive a bill in the mail from BSC Student Finance, please do not rely on that to ensure your account balance is in good standing. The best way to track your account is to log onto Campus Connection – available to you 24/7.

**RECOMMENDED:** Access your account information on Campus Connection immediately after registering for classes to gain a comprehensive view of your account – amount due, financial aid status, official to do lists, holds and class schedule.

## What happens if I don't pay on time?

A late fee of 1.75% is applied on the 14th of each month for any account balance that is at least 30 days past due. Tuition and fee due dates are always the first day of class for your specific course start date according to your study list. Late fees will continue to be assessed on the 14th of each month thereafter until the account is paid in full. Account holds will also be applied to past due student accounts which will prevent you from enrolling in the future.

## When is my housing and meal contract bill due?

Housing and meal contracts must be paid by the first day of the contract (e.g. move-in day).

More information can be found in your Housing and/or Meal Contract.

## I have financial aid. Won't that cover my bill?

It may, but you are responsible for knowing how much financial aid you are expecting for the semester and if it will be enough to cover your charges. If you do not have enough financial aid to cover all of your charges, you are responsible for paying the remainder by the due date.

## I got a bill and my financial aid isn't noted?!

Anticipated financial aid may not be reflected on the bill that you receive. It is your responsibility as a student to log into your Campus Connection account to verify your expected financial aid for the semester, and to verify that your financial aid file is complete. Financial aid will automatically be applied to your charges, on the date provided on the Academic Calendar ([bismarckstate.edu/academics/records/calendarsdeadlines](http://bismarckstate.edu/academics/records/calendarsdeadlines)), if your financial aid file is complete.

## How do I know if my financial aid file is complete or not?

Check your Campus Connection "To Do List" and review the Financial Aid Award Information booklet found on our website for more information at [bismarckstate.edu/receivingaid](http://bismarckstate.edu/receivingaid).

## When is my bill due?

Tuition and Fees are due upon your respective class start date, according to your study list. Late fees are then applied on the 14th of each month on any account balance that has reached the 30 days past due point. Holds will also be placed on your account balances that are past due, which would prevent future enrollment and your ability to obtain an official transcript. If you are in BSC student housing, those charges are due at the time you move into housing.

- For questions about your BSC Student Housing contract call 701-224-5464 or 800-445-5073.
- If you have questions about your BSC Meal Plan contract call 701-224-5452

## How do I pay my bill?

BSC offers four ways to pay:

### Online:

Go to Campus Connection, click Financial Account tile and select Pay Online Now

### By telephone:

Last name A-H: 701-224-5533  
Last name I-R: 701-224-5691  
Last name S-Z: 701-224-5706

### In person:

Student Finance, 1st Floor  
Schafer Hall. You will need a valid photo ID

### By mail:

BSC Student Finance Office  
PO Box 5587  
Bismarck, ND 58506-5587

## I can't pay by the designated due date. What should I do?

### Don't panic!

You can pay as the funds become available to you as long as the account is paid in full within the term the charges are received. You may still attend class for the term as you work to resolve your bill. Should you choose this route, you will be subject to the fees, holds, restrictions, and communication that accompanies late payments.

Payment plan options are available to students each Fall and Spring semester. For more information about payment plans and eligibility visit our website at [bismarckstate.edu/paymentplan](http://bismarckstate.edu/paymentplan)

## What can I expect if I don't pay by the designated due date?

1. You will receive communications from the college at 90, 120, 150 and 180 days past due that address the fees and other impacts of your late payments.
2. You will be subject to a 1.75% late fee for each 30 day period a charge is past due.
3. You will be subject to holds on your account that will prevent you from adding classes in the current term, requesting a transcript, or registering for the next term.

The holds placed on student accounts are automated, and are automatically removed the day after you pay your account balance in full.

## What if I can't get financial aid and I can't get a traditional loan?

Get information regarding alternative loan options at [bismarckstate.edu/alternativeloanoptions](http://bismarckstate.edu/alternativeloanoptions) OR by talking to someone on the BSC Financial Aid Team.

## Who can I talk to if I have questions about my account?

The BSC Student Finance Team is here to help!

- **Visit us:** Student Finance, 1st Floor Schafer Hall, BSC Campus
- **Call us:** Last name A-H: 701-224-5533; Last name I-R: 701-224-5691; Last name S-Z: 701-224-5706
- **Email us:** [BSC.studentfinance@bismarckstate.edu](mailto:BSC.studentfinance@bismarckstate.edu)

If you have questions about financial aid, you can talk to the BSC Financial Aid Team

- **Visit us:** Financial Aid, 1st Floor Schafer Hall, BSC Campus
- **Call us:** 701-224-5494
- **Email us:** [bsc.financialaid@bismarckstate.edu](mailto:bsc.financialaid@bismarckstate.edu)

If you have questions about Student Housing, you can talk to the Student Life Team:

- **Visit us:** Main floor, BSC Student Union
- **Call us:** 701-224-5464 or 800-445-5073