

Payment Options

ONLINE

nova.edu/nsuebill

(eCheck, Visa, Mastercard, American Express credit or gift card 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
Bursar's Office
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

IN PERSON

One-Stop Shop, Horvitz Administration Building
One-Stop Shop, HPD Terry Administration Building

Hours:

Monday–Thursday 8:30 a.m.–7:00 p.m.
Friday 8:30 a.m.–6:00 p.m.
Saturday (Horvitz only) 9:00 a.m.–12:00 p.m.

WIRE TRANSFER

nova.edu/bursar/payment/pay_my_bill (instructions)

THIRD PARTY BILLING

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

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



S.M.A.R.T. Shark Contacts

CHARGE CONCERNS

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

Tuition/ Tuition Refund	Refer to your college catalog nova.edu/academics/course-catalog.html
Payment	(954) 262-5200 • 800-541-6682 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

OFFICE HOURS

8:30 a.m. to 5:00 p.m., Monday–Friday

PRINTABLE FORMS

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

Forms available include:

- Authorization for Release of Information (ROI)
- Refund Check Cancellation Form
- Authorization to Return Refund
- Florida Prepaid College Plan Billing Request Form
- Electronic Delivery of IRS Form 1098



nova.edu

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. 02-042-19NOM

Be a S.M.A.R.T. Shark

A
Shark who
Manages
Account issues
Responsibly and on
Time



Be a S.M.A.R.T. Shark

Developing keen business smarts starts now. You can build a positive track record of account management by taking stock of your financial responsibilities and staying current.

Use this quick reference created by the Office of the University Bursar to zero in on target goals. Additional details can be found in your Student Enrollment Agreement (SEA).

QUICK LINKS

Account Access and Direct Deposit	sharklink.nova.edu
Authorized User Set-Up	nova.edu/nsuebill
Bursar	nova.edu/bursar
Financial Aid	nova.edu/financialaid
ID/Password Recovery	nova.edu/resources/nsuidentity
Invoices and Receipts	studentaccts@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 that your eBill statement is ready. You may designate another person to receive the alert and make payments to your account. See “Authorized User Set-Up” and “ROI.”



S.M.A.R.T Definitions

ACCOUNT

A record of charges and credits. Your NSU account can include tuition and fees, room and board, 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.

Contact an Enrollment and Student Services (ESS) representative prior to check-in date for payment or help completing outstanding financial aid requirements at (954) 262-5200 or (954) 262-3380.

ACCOUNT HOLDS

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 can also impact your ability to access transcripts and receive your diploma.

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

BURSAR

A person who manages the financial affairs of a college or 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.

eBILL

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

LATE FEE

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

PAYMENT PLAN

Voluntary online payment plan 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/bursar/payment/payment_plans.

PAYMENT POLICY

By registering for courses at NSU, a student accepts 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. Smart Sharks refer to their program's catalog for withdrawal and tuition refund policies.

Tip: You must have a valid address in SharkLink to receive any refund.

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 submit a completed Authorization for Release of Information (ROI) form. The ROI is available on the bursar website.

SEA

Your Student Enrollment Agreement (SEA) outlines university policies on course registration and financial responsibilities and must be completed each semester.

STUDENT HEALTH INSURANCE

Student health insurance is managed through the bursar's office. For assistance regarding student health insurances fees, waivers, waiver reversals, election inquiries, and other questions, please call (954) 262-4060, email studenthealth@nova.edu, or visit nova.edu/studentinsurance.

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. A paper copy of this information-only form is provided every January to students. 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.

Non-resident 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.