



### TUITION AND FEES

When you register for classes, you are creating a financial responsibility to Morehead State University. Your balance due to MSU for each semester is the total semester bill (tuition, housing, meal plans, books and fees) minus financial aid, scholarships, waivers or other outside sources of assistance.

$$\text{Your Financial Responsibility} = \left\{ \begin{array}{l} \text{Total Bill} \\ \text{Tuition} \\ \text{Housing} \\ \text{Meal Plans} \\ \text{Books} \\ \text{Fees} \end{array} \right\} \text{ minus } \left\{ \begin{array}{l} \text{Financial Aid} \\ \text{Grants, Loans} \\ \text{Scholarships} \\ \text{Waivers} \\ \text{Other Outside} \\ \text{Sources of Assistance} \end{array} \right\}$$

### Where can I view my account information?

- 1) Login to [MyMoreheadState](http://MyMoreheadState) at [my.moreheadstate.edu](http://my.moreheadstate.edu).
- 2) Select “My Billing Info”.

### REFUNDS & DIRECT DEPOSIT

A refund will be provided to you when payments (including financial aid, scholarships, or other outside sources of assistance) exceed total charges. Students may choose to have their refunds direct deposited to the bank account of their choice. Direct deposit is strongly encouraged for student convenience.

- To set up direct deposit:
  - Login to [MyMoreheadState](http://MyMoreheadState)
  - Select “Bank Information (Direct Deposit)” located under Student Financial Information.

Refund checks will be direct deposited no earlier than two weeks AFTER classes begin. If you don’t set up direct deposit, your refund check will be mailed to your permanent home address.

### How do I get my bill?

You will receive an electronic (e-bill) statement through your assigned MSU EagleMail e-mail account\* if your balance has not been paid in full (either by financial aid or by you). If your account balance is paid in full, you will not receive an e-bill statement.

*\* After acceptance to the University, you may establish an EagleMail address by visiting [MyMoreheadState](http://MyMoreheadState) and selecting “Activate Account” under the “Trouble Logging In” Tab. It is your responsibility to check your MSU EagleMail account on a regular basis for notices regarding your bill.*

### **Where do I pay my bill?**

1) Login to [MyMoreheadState](#).

2) Select "My Billing Info".

OR

You can pay your bill by mail or in person at the Howell-McDowell Administration Building, Room 207.

OR

At any regional campus center.

### **What if I can't pay my balance in full?**

All students **MUST** pay their bill in full or complete an online "Protect Class Schedule Plan" each semester to prevent cancellation of class schedules. (Please view the [academic calendar](#) for deadline dates).

### **The following options are available for Fall and Spring semesters.**

- **I do NOT have any financial aid, scholarships, waivers, or other sources of assistance and cannot pay my bill in full. I need to set up installment payments for the amount due.**
  - Select the "Protect class schedule – standard payment plan" to protect your class schedule and spread payments over three months. One-third of your balance and a \$50 installment payment fee are required at the time of enrollment.
  
- **I have SOME financial aid, scholarships, waivers, or other sources of assistance and cannot pay the remaining balance in full. I need to set up installment payments for the amount due.**
  - Select the "Protect class schedule – standard payment plan" to protect your class schedule and spread payments over three months. One-third of your balance and a \$50 installment payment fee are required at the time of enrollment.
  
- **I have SOME financial aid, scholarships, waivers or other sources of assistance and CAN pay the remaining balance in full today.**
  - You will need to pay your remaining balance first and then select the "Protect class schedule – financial aid plan" to protect your class schedule. There is no fee and no payment required at the time of enrollment.
  
- **I have financial aid, scholarships, waivers or other sources of assistance that covers my bill in full.**
  - Select the "Protect class schedule – financial aid plan" to protect your class schedule. There is no fee and no payment required at the time of enrollment.

**The following options are available for Summer semesters:**

- **I have SOME financial aid, scholarships, waivers or other sources of assistance.**
  - You will need to pay your remaining balance first and then select the “Protect class schedule – financial aid plan” to protect your class schedule. There is no fee and no payment required at the time of enrollment.
- **I have financial aid, scholarships, waivers or other sources of assistance that covers my bill in full.**
  - Select the “Protect class schedule – financial aid plan” to protect your class schedule. There is no fee and no payment required at the time of enrollment.
- **I do NOT have any financial aid, scholarships, waivers, or other sources of assistance.**
  - You will need to pay your bill in full to prevent cancellation of your class schedule.

To protect class schedules and find more detail on the various options above, please login to [MyMoreheadState](#) and select “My Billing Info”. If you have any questions, please feel free to contact our office at 606-783-2019 or via email at [billing@moreheadstate.edu](mailto:billing@moreheadstate.edu).

**I want to pay my bill today and NOT enroll in a protect class schedule plan. Can I do this?**

The only instance where you would not enroll in an online protect class schedule plan is if you have NO financial aid, scholarships, waivers or other sources of assistance and you can pay your balance in full.

- 1) Login to [MyMoreheadState](#).
- 2) Select “My Billing Info”.
- 3) Select “View current activity”.
- 4) Select the appropriate term and select “Make a payment”.

**Please note that if you make any changes to your schedule, meal plan, book charges, etc.; your balance due could change. It is your responsibility to make sure your balance is paid in full by the deadline date.**

**I want to charge books to my account, but I don’t want to set up installment payments. Can I do this?**

To charge your books (official MSU bookstore located in ADUC only) you have to be enrolled in an online plan. If your balance has already been paid in full, you will need to contact the Office of Accounting & Financial Services at 606-783-2019 or visit 207 Howell-McDowell for approval.

**Who should I contact if I have questions about the amount of my financial aid (including scholarships, tuition waivers, etc.), or if an award is not on my financial aid award letter at [MyMoreheadState](#)?**

Contact your financial aid counselor at 606-783-2000, visit Enrollment Services, 100 Admissions Center for assistance, or e-mail [finaid@moreheadstate.edu](mailto:finaid@moreheadstate.edu).

**Where can I view my meal plan charges?**

To view meal plan charges go to [MyMoreheadState](#) and select “My Billing Info”. Required meal plans for freshmen and sophomores and selected meal plans will be included on your itemized bill.

If you wish to select/change your meal plan go to [www.msudining.com](http://www.msudining.com), select meal plans and follow ordering instructions. You should be able to view the change on your bill within 24 business hours.

Please note that meal plans are **NOT** activated until all fees have been paid in full and you have enrolled in the appropriate online protect class schedule plan if required. Meals start the Friday before classes begin. For questions about meal plans please contact the EagleCard Office at 606-783-2701 or visit [www.moreheadstate.edu/eaglecard](http://www.moreheadstate.edu/eaglecard).

**How do I pay my housing deposit?**

- 1) Login to [MyMoreheadState](#).
- 2) Select “My Billing Info”.
- 3) Select “Deposits” from the menu at the top of the page.