

# NSU goPLAN

Bursar Services is proud to introduce the NSU Smart goPLAN! Students can now pay for their semester as they go, dividing their semester balance over four monthly payments. By enrolling in the plan and making payments on time, students can avoid late payment charges and registration holds.

This dynamic plan will adjust according to the financial aid a student has available and the charges on their Bursar account when calculating payments.

Enrolled students with a balance of \$250 or more are eligible.

## To enroll for the NSU Smart goPLAN

- [Log into Bursar Services](#)
- [Select Payment Plans](#)
- Click [Enroll Now](#)
- Choose the correct semester from the drop down menu and click [Select](#)
- Click [Continue](#)
- Enter the desired down payment amount, if any
- Click [Display Schedule](#)
- Review your payment schedule
- Select automatic payments, if you wish to have the \$40 enrollment fee waived
- Select the payment method
- Review the terms of enrollment and check the box marked "I Agree"
- Click [Continue](#)
- Review the payment agreement and check the box marked "I Agree"
- Click [Continue](#)

# Payment Options

**In Person:** NSU Cashiers accept checks, cash, and cashier's checks/money orders as payment tender.

## Online: (First Time Setup)

- [Log into Bursar Services](#)
- Click [Payment Methods](#) from the sub menu
- Click [Add New Payment Method](#)

### For Electronic Check

- Enter bank account information
  - \* Account type (Checking or Savings)
  - \* Routing Number
  - \* Account Number
  - \* Confirm Account Number
- Enter the billing information associated with the bank account
- Refund Option
  - \* Check box if you would like refunds deposited into this account.
- Save Payment Method as (name account)
- Click [Continue](#)
- Agree to the terms
- Click [Continue](#)

### For Credit Card

- Select Credit Card via Pay Path
- Select Amount to Pay
- Continue to Pay Path
- Click [Continue](#)
- Agree to terms of a 2.75% convenience fee
- Click [Continue](#)
- Fill out Card information
- Click [Continue](#)
- Review Transaction
- [Submit](#) Payment

**By Mail:** Make sure to include student's NSU ID number on the check or money order.



# Bursar Services

Administration Building  
601 N. Grand Ave  
Tahlequah, OK  
(918)444-2160

Administrative Services Building  
3100 E. New Orleans  
Broken Arrow, OK  
(918)449-6251



[www.facebook.com/NSUBursarServices](http://www.facebook.com/NSUBursarServices)



[@NSUBursar](https://twitter.com/NSUBursar)

# Managing your Bursar Account is as easy as 1,2,3

## #1 Log into Bursar Services and Set up Personal Profile

### Log into Bursar Services:

- Log into goNSU at nsuok.edu
- Click on the [Manage Bursar Account](#) link just under the dollar bill icon shown below
- Click [Log into Bursar Services](#)



### Create your Personal Profile:

- [Log into Bursar Services](#)
- Click on [My Account](#)
- Select [Personal Profile](#) from the sub menu

From here, you will be able to view your:

- \* NSU User name
- \* Full Name
- \* E-mail Address

You can also choose to receive texts about bills and upcoming payments.

- \* Select [Communication](#)
- \* Opt into receiving text messages
- \* Click YES or NO
- \* Mobile Phone Number
- \* Mobile Carrier
- Click [Save Changes](#)

## #2 Refund Preference

### eRefund Account

- [Log into Bursar Services](#)
- Click on [eRefunds](#)
- Click [Setup New Account](#)
- Enter bank account information
  - \* Account type (Checking or Savings)
  - \* Routing Number
  - \* Account Number
- Enter billing information
- Save Payment Method as (name the account)
- Click [Continue](#)
- Agree to the terms
- Click [Continue](#)

With this option, students can have their refund deposited directly into their bank account.



### NSU Way2Go Card

If **NO** refund account is set up in Bursar Services, students will receive the **NSU Way2Go Card** in the mail at their permanent address.

This card is a NSU deposit-only account that will work just like any other debit card account.

- ✓ Card is accepted anywhere that accepts Master Card debit cards
- ✓ Receive deposit notifications via phone or email (requires setup)
- ✓ Easy 24/7 access to your balance via [www.goprogram.com](http://www.goprogram.com)



## #3 Set Up Additional Access

### Consent to Release Student Records Form

Students may designate up to three people allowed to receive information about their account. A passcode will be required to receive account information. This form can be changed at any time.

- Log into goNSU
- Click on [Students](#)
- Look for the section titled [Requests and Forms](#)
- Choose [Consent to Release Student Records Form](#)
- Complete all of the required information
- Click [Submit](#)

### Add an Authorized User:

Students can add authorized users to access their Bursar Services account.

- [Log into Bursar Services](#)
- Click on [My Account](#)
- Click on [Authorized Users](#)
- Enter the email of the authorized user
- Select the type of access the authorized user can view
- Click [Continue](#)
- Agree to the terms
- Click [Continue](#)

**This Does Not Replace the Consent to Release Student Records Form**