

Student Self Service – Student Accounts

For information about your student account, you will navigate to various forms under the Student Accounts header. This document will walk you through each page option in Student Accounts.

If you have any questions, please call 937.376.6506 or email the Office of Cash Management at cashmanagement@centralstate.edu.

Contents

- Account Summary Page
- Account Detail for Term
- Tax Notification (1098-T)
- Account Information
- Payment and Deposit Processing

Account Summary Page

The Account Summary page displays the summary of your tuition, fees, miscellaneous charges, financial aid, and other payments that have been posted to your account. The Current Amount Due and Account Balance appear just above your summarized transactions, as well as at the bottom of the summarized transactions. The Current Amount Due is what is considered due today, while the account balance includes all outstanding charges due currently and in the future (future dated transactions like tuition).

The screenshot shows the 'Account Summary' page. At the top left, there is a 'View By Overview' dropdown menu. To the right of the header are icons for 'Print', 'Holds', and a blue 'Pay Now' button. Below the header is a light blue informational banner. Underneath, the 'Current Amount Due as of 02/10/2023' and 'Account Balance' are both listed as '\$0.00'. A table below shows a list of charges and payments. The table has columns for 'Description', 'Charge', 'Payment', and 'Balance'. The charges listed include Comprehensive Fee Fall (\$90.00), Comprehensive Fee Spring (\$120.00), Graduation Fee (\$60.00), ID Card Lost (\$25.00), Parking Decal Staff (\$754.00), Parking Fine (\$150.00), and Decal via payroll deduction (\$119.00). All payment and balance values are \$0.00.

Select from the drop down menu to view the overall account, the account by term.

Click the Holds button to view your active holds

Click the Pay Now button to make a payment on your account

Description	Charge	Payment	Balance
Comprehensive Fee Fall	\$90.00		\$0.00
Comprehensive Fee Spring	\$120.00		\$0.00
Graduation Fee	\$60.00		\$0.00
ID Card Lost	\$25.00		\$0.00
Parking Decal Staff	\$754.00		\$0.00
Parking Fine	\$150.00		\$0.00
Decal via payroll deduction	\$119.00		\$0.00

To see more detail of each summarized transaction by a specific term, you can view the *Account Detail by Term* page.

Account Detail for Term

This page allows you to review detailed transactions, including current and future balance totals for the selected term.

- To begin, select a term from the drop down menu.
- Individual transactions for the selected term will be displayed.
- Scroll down to view the Net Term Balance, Net Balance for Other Terms, Current Amount Due, and total Account Balance.
- Continue scrolling to view the Authorized Financials Aid section and the Memo section

Select from the drop down menu to view the overall account, the account by term.

Click the Holds button to view your active holds

Click the Pay Now button to make a payment on your account

The screenshot shows the 'Account Detail for Term' interface. At the top left, there is a dropdown menu currently set to 'Spring 2023'. To the right of the dropdown are three buttons: a printer icon, a 'Holds' button, and a blue 'Pay Now' button. Below these is a light blue information banner with an 'i' icon and the text: 'Review detail transactions on your account, including current and future balance totals for the selected term and other terms.' Underneath the banner, the selected term 'Spring 2023' is displayed. A table follows, with a 'Show/Hide Column' dropdown and a search bar above it. The table has three columns: 'Description', 'Charge', and 'Payment'. The data rows are as follows:

Description	Charge	Payment
Comprehensive Fee Spring	\$60.00	
HEERF III ARP Ref-Non Pell-Nel	\$1,063.00	
Refund via Nelnet	\$9,789.00	
Tuition Grad INST Spring	\$3,402.00	
Fed Dir Unsub Loan 22-23		\$9,789.00
HEERF III ARP Refund-Non Pell		\$1,063.00
VMSDEP Waiver		\$3,462.00
Total	\$14,314.00	\$14,314.00

Tax Notification

This page allows you to view and print your 1098-T tax notification.

- Begin by selecting the year to view
- Use the Printer icon to open the document in a Pdf format and then print from the opened document.

Select from the drop down menu to view the overall account, the account by term.

Click the print button to view the document in a pdf format and print

Click the Holds button to view your active holds

Tax Notification

Tax Year

2022

A representation of the Tuition Statement form 1098-T is shown below. This important tax information will be sent to you and furnished to the Internal Revenue Service.

Form 1098-T

		2022		Tuition Statement	
1 Payments received for qualified tuition and related expenses		\$3,462.00			
2 \$					
3					
4 Adjustments made for a prior year		\$	5 Scholarships or grants	\$3,462.00	
6 Adjustments to scholarships or grants for a prior year		\$	7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2023		
8 Check if at least half-time student		<input checked="" type="checkbox"/>	9 Checked if a graduate student	<input checked="" type="checkbox"/>	
10 Ins. contract reimb./refund		\$			

Note: This is an unofficial copy of the form 1098-T and is provided for information only

Printer icon | Holds

Account Information

This Page allows you to review details for account transactions and deposits posted to your account.

Charges and payments are listed newest posting to the oldest posting. There is a separate column for charge amounts and payment amounts. The current amount due and total account balance is listed both at the top and bottom of the page.

Click the Holds button to view your active holds

Click the Pay Now button to make a payment on your account

Account Information

Account Transactions Deposits

Charges and payments on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are NOT included in this listing.

Current Amount Due as of 05/03/2023 [?] \$0.00

Account Balance [?] (\$119.00)

Show/Hide Column search

Date Recorded	Description	Term	Charge	Payment
05/03/2023	Tuition Trojan Advance	Summer 2023	(\$398.00)	
05/02/2023	Tuition Trojan Advance	Summer 2023	\$398.00	
03/23/2023	Payroll Check	Fall 2022		\$119.00
03/02/2023	HEERF III ARP Refund-Non Pell	Spring 2023	\$1,063.00	
03/01/2023	HEERF III ARP Refund-Non Pell	Spring 2023		\$1,063.00
02/09/2023	Refund via Nelnet	Spring 2023	\$9,789.00	
02/06/2023	Fed Dir Unsub Loan 22-23	Spring 2023		\$4,206.00
02/06/2023	Fed Dir Unsub Loan 22-23	Spring 2023		\$5,583.00
01/20/2023	VMSDEP Waiver	Spring 2023		\$3,462.00

Payments and Deposits

Online payments are quick and easy with CSU's online payment portal. Go to mycollegepaymentplan.com/centralstate to make a payment using Visa, MasterCard, Discover, or EFT check. TO make a payment on your account, scroll down to the "Make a Payment" section and click on the "Please Select A Payment" which will guide you through the Process.

To Enroll in the Tuition Payment Plan that spreads the tuition investment over the semester, select the "Enroll Today" button which will guide you through the process.

If you have questions once you are on mycollegepaymentplan.com/centralstate, please call **800-609-8056**