View and Pay your Fee Balance

*KSU does not mail invoices! You must access your invoice online.*

**Payment deadline:**
For DEP students receiving Dual Enrollment funding, the payment deadline is typically the final day of drop/add for each term. You will receive an email from the DEP notifying you of the exact date and time payments are due. **IMPORTANT!** You may receive an automated phone call or email sent to all KSU students reminding students about an earlier payment deadline. This does not apply to financial aid students, including those receiving Dual Enrollment funding.

**When will Dual Enrollment funds be posted to my account?**
Funding is typically posted to students’ accounts on the final day of drop/add for each term to ensure that charges accurately reflect any changes to student credit hours made during drop/add. Until funds are posted, students will see “Estimated Financial Aid” and “Estimated Balance Due” when they check their accounts as instructed below.

**What should I owe for each semester?**
After Dual Enrollment funds have been posted, students should owe only for course-specific lab fees and parking (if you selected a parking area). If Dual Enrollment funds have been applied and your balance is more than your course-specific lab fees and parking, please contact the Bursar’s Office (470-578-6419). For privacy reasons, the DEP office cannot view itemized student accounts.

**How do I check my balance?**
To access your account and view itemized charges,
- Go to Owl Express and log in with your NetID and password.
- From the Main Menu, select the “Student Services” tab and then “View Current Account or Pay Online.”
- You will be directed to the Student Account Suite. Enter your NetID and password again.
- You will see a Current Account Status summary box that lists amount due, estimated financial aid, and balance due after financial aid.
  - To see your itemized invoice, click “View Account Activity.” Items noted as “WVR” with a negative amount are fees that are waived by KSU as a courtesy to DEP students. Dual Enrollment funding will appear on your invoice as “Third Party Contract Payment.”

**Parental access to the Student Account Suite:**
To authorize a parent to view their charges and make payments, students should log in to the Account Suite as noted above and click on "Authorized Users" at the top of the page and enter parent information.

**How do I pay?**
- **To pay online:** Visit the Bursar’s Office website at for step-by-step instructions.
- **To pay by U.S. Mail:** Send your check with KSU # (no cash) along with your online statement to: Kennesaw State University, Bursar’s Office MD 0503, 395 Cobb Avenue, Kennesaw, GA 30144.
- **To pay by Campus Drop Box:** A drop box is located outside the Bursar’s Offices on Kennesaw Campus, Student Center, Room 233 and on Marietta Campus in Norton Hall lower level. Pre-addressed envelopes are provided. Include your check with KSU # (no cash) along with your online statement.
- **To pay in person:** Visit the Bursar’s Offices on Kennesaw Campus, Student Center, Room 233 and on Marietta Campus in Norton Hall lower level. The cashiers’ hours are 8:00am – 5:00pm, Monday-Friday. They accept cash, money orders, and checks. Credit cards are not accepted in person, only online.