How to view and pay your fee balance for Fall 2018

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

Payment deadline:
For DEP students receiving DE funding, the Fall 2018 final payment deadline is
Wednesday, August 8th.

When will DE funds be posted to my account?
Funding will be posted to students' accounts on August 21st. However, the Financial Aid Office will work to have the Dual Enrollment funds authorized before the drop/add period and then will make updates once drop/add ends. This ensures that charges accurately reflect any changes to student credit hours made during drop/add.

- DE Funding: 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 Fall semester?
After DE funds have been posted in August, students should owe only for course-specific lab fees and parking (if you did not opt out of parking).

After August 20th, if your balance varies from this significantly and DE funds have been posted, please contact the Bursar’s Office (470-578-6419). For privacy reasons, the DEP office cannot view your account, but the Bursar's Office is able to do so.

How do I check my balance?
To access your account and view itemized charges,
- Go to www.kennesaw.edu/owlexpress and log in with your NetID and password.
- From the Main Menu, select the “Student Services” tab and then “View Account or Pay Online.”
- You will be directed to the Student Account Suite. Select the “Student and Staff” button. 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 the “View Account Activity” button. Items that contain “Wvr” in the Description with a negative amount are credits that reduce your online tuition (if applicable) and fees to meet the limits set by the Dual Enrollment Program guidelines. DE funding will appear on your invoice as “Dual Enrollment Tuition or Fees or Books”.

To give parents access to the Student Account Suite:
Students should log in to the Account Suite as noted above. To authorize a parent to view their charges and make payments, click on "Authorized Users" at the top of the page and enter parent information.
How do I pay?
***You must pay for your outstanding balance no later than Wednesday, August 8th at 4:00 p.m.***

To pay online: Access the Student Account Suite as noted above. When accessing the Student Account Suite, you should:

1. Log in using your NetID and password
2. You may add payment information under “Payment Profile.”
3. Click on "Make a Payment."
4. Click in the drop-down menu to select your payment method and click “Continue.”
5. Follow the remaining prompts to complete the transaction. Webchecks from checking or savings accounts are accepted. Visa, MasterCard, American Express or Discover are also accepted via the PayPath option, although a 2.75% convenience fee will apply.

As with any Internet payment system, you may encounter difficulty in completing your transaction during peak usage times.

By U.S. Mail: You may mail your check (no cash) along with your online statement to:

Kennesaw State University  
Attn: Bursar's Office  
395 Cobb Avenue, Mail Box #0503  
Kennesaw, GA 30144

Write your KSU ID# on your check! If you inadvertently omit your online statement, your KSU # on your check will ensure a proper match to your account. Payments must be received on or by the payment deadline.

By Campus Drop Box: A drop box is located outside the Bursar's Office, Student Center, Room 233. Preaddressed envelopes are provided for your convenience. Please place your check (no cash) along with your on-line statement in an envelope and deposit it in the drop box. Write your KSU ID# on your check!

Walk In: You may bring cash or check payments to the Bursar's Office in Room 233 of the Student Center. The cashiers' hours are 8:00 a.m. - 5:00 p.m., Monday through Friday. Cash, money orders and checks, but NOT credit cards, are accepted at the Bursar's Office. Credit card payments must be made online.

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