MUSC BURSAR’S OFFICE
19 Hagood Ave, Ste 805 • MSC 804
Charleston, SC 29425-8040
843-792-2170 phone
843-792-2016 fax

studacct@musc.edu

Visit the MUSC Bursar’s Office online at:
http://www.musc.edu/studentaccounting

Self-Service Menu
http://life.musc.edu

MUSC BURSAR’S OFFICE – STUDENT ACCOUNTS STAFF

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TUITION BILLS

Students may view and print bills online at http://life.musc.edu – Self-Service Menu: View Term Bill

New students – you will receive your NetID login username and password via email approximately 30 days before the first day of class.

Bills are available approximately 30 days prior to the term start date. If you pay your matriculation fee after that time, you will be billed after you are registered for class.

All bills are due on the first day of the term. Bills not paid by that date will be subject to a late fee charge of 1.5% of the unpaid balance per month.

Contact the Bursar’s Office at (843) 792-2170 or studacct@musc.edu immediately if your bill is incorrect or missing!

LOAN EXIT COUNSELING (INTERVIEWS)

The U.S. Department of Education requires that students receive an “Exit Interview” to provide them guidance on how to repay their debt. If you are required to complete Exit Counseling, further instructions and correspondence will be sent to you near your graduation date by the Bursar’s Office.

PAYMENT OPTIONS

ONLINE - Electronic Check - NO FEE!
Pay online directly from your checking or savings account through TouchNet.

Login to Self-Service Menu at http://life.musc.edu using your NetID username and password and click on “Make a Payment.”

Allow 24-48 hours for your payment to be posted against your bill.

AUTHORIZED USERS - You can set up additional users who can make payments through TouchNet. Click “Make a Payment” and select “Authorized Users.”

ONLINE - Credit Card – Convenience Fee Applied
All credit card payments must be made online on Self-Service Menu at http://life.musc.edu.

American Express, Discover Card, MasterCard and Visa Accepted

Debit cards contain various dollar limits depending on the banking institution. Please confirm the limit amount that applies to your bank account prior to initiating payment.

A convenience fee of 2.5% of the amount being paid will be assessed to each credit card and debit card payment.

Check
Please include student name and student ID to ensure that the correct account is credited.

Do Not Mail Cash!

Mail or pay in person:
MUSC Bursar’s Office
19 Hagood Avenue, Suite 805
MSC 804
Charleston, SC 29425-8040
8:30 a.m. to 4:30 p.m. M-F

FINANCIAL AID REFUNDS

Overpayments on student accounts resulting from excess financial aid, scholarships, fellowships, loans or stipend payments are distributed for your convenience by electronic deposit or traditional paper checks. Refunds will be distributed during the first two weeks of the term.

Electronic Deposit
Login to Self-Service Menu at http://life.musc.edu click on “Make a Payment” and select “Electronic Refunds” on the right-hand of the screen.

You may sign up any time during the year via Self-Service Menu. Your financial aid refund will be automatically deposited into your bank account during the first two weeks of the term. You will see your refund posted to your account as “Direct Deposit” on Self-Service Menu: View Term Bill option.

Always verify with your bank that these funds are available to use.

Please update your authorization form online if your bank account has changed or closed. Your direct deposit authorization remains in effect until you deactivate or change the information online.

Paper Checks
All paper checks will be mailed to the student’s permanent address during the first two weeks of the term. Make address updates on Self-Service Menu at http://life.musc.edu (“Address Change”).