

University & Student Billing

- Pullen Hall Room 148
- (301) 687-4321
- (301) 687-4592 (Fax)
- billingoffice@frostburg.edu
- Monday-Friday: 8:00 am - 4:00 pm Cashier Window hours
8:00 am – 4:30 pm Phone & email responses
- <https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office>
- Mailing address: 101 Braddock Rd, Frostburg, MD 21532



Federal Education Right to Privacy Act (FERPA)

To avoid confusion and frustration,
please have your student login to PAWS and
sign-up for us to release information to you.

The release needs to be updated
each July 1 through PAWS.



AUTHORITY FOR RELEASE OF INFORMATION

In accordance with the Federal Education Rights and Privacy Act of 1974 ('FERPA'), I authorize and consent to the release of information from my academic and financial records at Frostburg State University, Frostburg, Maryland, as requested below to the stated individual(s) during academic year 2024 - 2025.

I am aware that I have the right to withdraw consent at any time.

*****EXPIRES AUTOMATICALLY AT THE END OF THE ACADEMIC YEAR*****

I authorize release of the information below:

ALL REQUESTED INFORMATION: ☒ N

- OR -

SPECIFIC INFORMATION (CHECKED ITEMS BELOW): ☒ N

Mid-term warnings:

Final Grades:

Student Code of Conduct Actions:

Financial Aid information:

Billing Information:

Academic Probation or Dismissal Status:

Name of person to release information to:

Name:

Email:

If information is to be mailed to the above person provide:

Street Address:

City:

State:

Zip Code:

Name of additional person to release information to:

Name:

Email:

If information is to be mailed to the above person provide:

Street Address:

City:

State:

Zip Code:

Name: PAWS ID:

student
signature: [s]

Date:

Billing Information

*Two Main Payment Periods Each Year



FALL 2025

Bills e-mailed:

After July 5

Payment Due Date:

August 8, 2025

SPRING 2026

Bills e-mailed:

After Thanksgiving

Payment Due Date:

January 2, 2026

* Summer and intersession billed separately



- FSU does not generate paper bills.
- Each student receives a login to PAWS (our automated student system.)
- **The student views the e-bill via link in PAWS.** When an e-bill is generated, an email is sent to the student's email.
- Instructions are available on-line at <https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/your-bill--payments.php>
- Students may also sign-up “other payers” and grant that person or persons a login to access and receive email notifications, receive installment plan email notifications, and text message notifications. An email with a temporary password and login information is sent.



Payment Methods

HOW WE'RE
PAYING FOR
COLLEGE



- (A) Pay “Amount Due” on bill in full by due date. Cash, check, or money order accepted in the Billing Office. Credit cards (Visa, MasterCard, American Express, and Discover) accepted on-line via PAWS, the e-bill site, or <https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/payment-of-fees.php> with 2.95% or \$3.00 minimum fee added. ACH accepted only through PAWS or Other Payer login with \$0.50 fee added.
- (B) Pay “Amount Due” on bill adjusted for Financial Aid & Student Loans from award letter, accept the financial responsibility agreement, and provide proof of any additional financial aid not shown on e-bill.
- (C) Set-up a 4-pay Payment Plan through our partner CashNet. The plan may be setup through the student’s PAWS account or by the other payer. There is a \$45.00 per semester enrollment fee to join the plan.
To determine the budget amount: the user takes the total charges less financial aid for the semester from the system and subtracts any additional financial aid (i.e. Maryland Pre-Paid, VA benefits, private scholarships, etc.).

** The student must submit proof of any aid not showing on the e-bill and complete a deferment form by the bill due date for the semester. The deferment form is available online through the student’s PAWS account.



Meal Plans



- All students living in the FSU Residence Halls (NOTE: Edgewood Commons is not an FSU Residence Hall) are required to be enrolled in a residential meal plan. If an on-campus student does not select a meal plan, the student is automatically enrolled in the Bobcat Black plan. An on-campus student's meal plan selection will automatically roll from the Fall to the Spring semester.
- Students living off-campus or in Edgewood Commons have the option of enrolling in a meal plan and can choose a residential or voluntary/block meal plan. The enrollment form or online application must be completed each semester. After the bill deadline, payment is required when enrolling in the meal plan unless the student has a credit balance to cover it.
- A student may change their meal plan by submitting a written request (mail, fax, or email from the student's FSU email account) to the FSU University & Student Billing Office by 4:00 p.m. on Friday, August 22, 2025. *After that date, the student may only upgrade their plan (increase the number of weekly meals, Bonus Dollars, and price).*
- Meal plans can be added by making a payment through the following link:
<https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/your-bill--payments.php>.

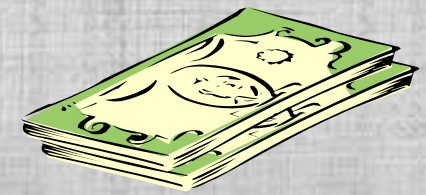


Parking Permits



- Complete the Parking Application Form including tag number and signature. Form is available in Pullen Hall, Room 148 or print from <https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/forms.php>)
- Cost for students for academic year: \$50 for black lots or \$40 for green lot only
- Pay for Permit: In-person (cash or check), ACH through PAWS with \$0.50 fee added, or online by Visa, MasterCard, AMEX, & Discover with 2.95% or \$3.00 minimum fee added at <https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/payment-of-fees.php>
- Bring photo ID, completed application form, and payment or online receipt number to University & Student Billing Office to pick up permit.
- Permits expire June 30 each year

Refunds & Direct Deposit



- Students receiving a refund from an overpayment may setup the request for direct deposit through their PAWS account. This must be completed prior to a refund being disbursed to the student. The earliest financial aid refunds are available is the start of the semester.
- Refunds from credit card payments are refunded to the original credit card account.

Direct Deposit

Don't worry about the hassle of waiting in line for your refund checks. Sign up for Direct Deposit of your refunds in your PAWS account. It is quick and easy.

1. [Login to PAWS](#)
2. Self Service
3. Student Center
4. Set up Direct Deposit
5. Input Information
6. Click Save

I authorize Frostburg State University to remit my excess Federal funds from grants and loans to my account at the financial institution indicated below. I understand that any personal funds, non-federal grants, scholarships, or third party payments resulting in excess funds will continue to be processed through the State of Maryland Treasurer's Office and a paper check will be issued. Any reduction in financial aid may reduce the amount of excess that I am entitled to receive. If the amount disbursed to my financial institution is greater than the final amount of my financial aid, repayment to Frostburg State University is due within ten (10) business days of notification. Once enrolled in the direct deposit plan, I understand that I will remain in the plan until the account is inactivated by me.

By clicking the Save button after entering my financial information, I acknowledge that I have read and understand the procedures of the direct deposit process.

*Bank Name

In-Activate ☐

*Account Type

*Transit Number

*Confirm Transit Number

*Account Number

*Confirm Account Number

 Save

⌚ 123456789 ⌚ 123456789101 ⌚
Transit Number Account Number

Bookstore Vouchers

- Students with a credit balance due may request that all or a portion of the credit be applied to the Bobcat Debit card. The request must be received before refunds are processed.
- Students awaiting the disbursement of anticipated financial aid (proof of financial aid must be available) that will result in a credit balance may request that a portion of the funds be applied to the Bobcat Debit card. The funds can then be used to purchase books from the University Bookstore.



Edgewood Commons Transfers



- Students can complete the addendum to their contract authorizing the University to transfer any credit balance up to the amount of the student's contract directly to Edgewood Commons.
- Transfers are not made until after the end of the registration period each semester.
- Forms must be received by the University & Student Billing Office prior to refunds being issued to the student.