

## STUDENT ACCOUNTS OFFICE

The Student Accounts Office is responsible for all billing, payments, payment plans, refunds of credit balances and third party billing. We also provide the IRS tuition statement, 1098-T after the end of the calendar year.

**Email:**

[Student.Receivables@CTRL.msu.edu](mailto:Student.Receivables@CTRL.msu.edu)

**Web Page:**

[CTRL.msu.edu/COStudentAccounts](http://CTRL.msu.edu/COStudentAccounts)

**Office Hours:**

Mon - Fri 8:00 - 4:45

**Website to view and pay bills:**

[student.msu.edu](http://student.msu.edu)

**Phone:** 517-355-3343

Mon - Fri 8:00 - 4:45

Fri 9:00 - 4:45

**Location:**

Hannah Administration Building  
426 Auditorium Road, Room 140

**Billing Dates**

Please check our web page for these dates  
[ctrl.msu.edu/COStudentAccounts/BillPayFAQ.aspx](http://ctrl.msu.edu/COStudentAccounts/BillPayFAQ.aspx)

**Payment Plan Details:**

- 4 payments for fall semester if signed up prior to initial due date
- 3 payments for spring & summer semesters if signed up prior to initial due date
- \$40 payment plan fee
- 1st payment due on the initial due date
- Subsequent payments due on the 1st of the month

**Forms of Payment:****Online:**

- ACH Electronic check
- Visa, Mastercard, Discover, American Express (convenience fee will apply)
- 529 Payments (including MESP)
- International wires through Flywire

**Checks may be mailed to address above**

**Sign Up Guests (parents, relatives, others) to view and help pay your bill:**

Go to [Student.msu.edu](http://Student.msu.edu) > My Profile > Share My Info Electronically > Grant Access to a new guest  
(NOTE: once a guest is authorized, the guest must follow the email instructions to create a password and activate their account)

**IMPORTANT:** The Student Account Office cannot discuss a student account with anyone other than the student UNLESS they are signed up as an authorized guest.

**Be ready for any refunds. Enroll in Direct Deposit now!!**

Go to [Student.msu.edu](http://Student.msu.edu) > Go To My Account > My Account > Direct Deposit Refunds