

How to Make a Payment to FSU International Programs

Choose one of the following options to make a payment toward your program fee:

Credit/Debit Card or ACH (Electronic Check)

Program Fee payments should be made online through the [IP Portal](#). Follow these steps to pay via credit/debit card or ACH:

1. Log into the [IP Portal](#)
2. Identify the correct application, and navigate to the Dashboard.
 - a. (*[Delegates](#) making a payment on behalf of their student should select the "Finances" button on the application.*)
3. Access the "Finances" section and find the "Make a Payment" area.
4. Type the amount you'd like to pay in the "Payment Amount" field and click the "Make a Payment" button to be redirected to the payment portal.
5. Select how you would like to make the payment: "Credit/Debit Card" or "Bank Account (aka ACH/eCheck.)"
6. Provide the required payment details, then select the "pay" button to proceed with the payment.

You will receive an email from IP-Info@fsu.edu titled "FSU IP: Payment Received" when the payment is processed.

The charge will appear on your card or bank statement as "Florida State Univ."

Within approximately 4-6 weeks of the start of the program, the International Programs payment portal will close and any program fees that were deferred based on anticipated financial aid will be charged to students' myFSU account. Users will be redirected from the IP Portal to [follow these myFSU payment instructions](#) when applicable.

529 Payment Options

529 plans offer various disbursement options; consult your plan for more info. Here are common options for using 529 funds to pay International Programs:

1. Make a personal payment via Credit/Debit Card or ACH, then request to be reimbursed from your 529 plan via a distribution that can be sent directly to the account holder or to the student.
2. Or, request your 529 plan mail a paper check to:

International Programs
Florida State University
282 Champions Way, PO Box 3062420
Tallahassee, FL 32306

The check should be made payable to Florida State University and include the student's first & last name and Program Code in the memo line. It can take up to 30 days to receive and process mailed payments, so you must plan ahead.

Contact our Financial Services team at IP-FinancialAid@fsu.edu to inquire about submitting a 529 payment via wire transfer (please include the amount you want to wire in your email). **DO NOT wire funds to FSU unless/until you have permission from International Programs as your payment may not be received.**

Once a 529 payment is processed, the student will receive an email from IP-Info@fsu.edu titled "FSU IP: Payment Received."

FAQs

How can a parent/guardian make a study abroad payment on behalf of a student? Students who have been admitted to an International Program can set-up delegate access to their [IP Portal](#) by visiting the "My Info & Delegates" section of their application. The permission option associated with Delegate payments is "Ability to make payments on my behalf & review financial details."

Please note: Delegated access for information and payments related to study abroad is totally *separate from delegated access to other academic and financial information at FSU*. Even though a student may have already set-up a parent or guardian as a delegate in myFSU, they will need to set that user up as a delegate in the [IP Portal](#) if applicable. Reference the [Delegate FAQs](#) for additional details.

I got an email indicating a payment was received, but I did not personally make a recent payment. Any time funds are applied to a student's record - including delegate payments, financial aid, or scholarships processed through the Office of Student Finance - the student will receive an email titled "FSU IP: Payment Received" confirming the amount that has been applied to their program fee balance.

Students will also receive this email if a payment is declined; if the 'amount received' indicated in your email is negative (e.x -\$100.00), then that means a payment has been removed from your account and you will likely need to submit a new payment.

Who should I contact with questions about my payment?

For specific questions about a payment, contact our Financial Services team at IP-FinancialAid@fsu.edu.

How can I apply financial aid (e.g. Bright Futures, Florida Prepaid) toward the program fee? Students who are confident they will receive financial aid, scholarships, or other assistance can complete a financially binding electronic Fee Deferment in the [IP Portal](#). The Fee Deferment is accessible in the "Finances" section of their record. Access our [Financial Aid Handbook](#) for additional information.