Important Registration & Tuition Information for International Students at ODU—Spring 2017

Course Registration
Undergraduate (Bachelor’s) students will register for courses at Preview, an academic orientation to ODU. It is necessary to sign up for Preview at https://www.odu.edu/preview; questions can be referred to preview@odu.edu. Please note that undergraduates on an F-1 or J-1 visa must take at least 12 credit hours or have an approved Reduced Course Load (RCL) from VISA.

Graduate (Master’s or Ph.D.) students should meet with an academic advisor, who will review course options. Please note that graduates on an F-1 or J-1 visa must take at least 9 credit hours or have an approved Reduced Course Load (RCL) from VISA. Log in to LeoOnline to add courses.

MET students meet with an academic advisor (in Preview or the department) to discuss course options and then visit the English Language Center (ELC) for further registration processing.

Tuition Payment for University Courses

- NEW students can register and pay their full tuition or make the first payment plan installment (see below) on the day of registering for classes.
- For current/returning students, the Fall tuition deadline is January 09, 2017.
- Payments for university courses can be made at the Cashier’s Office (Rollins Hall, 1st floor) or via the internet (www.LeoOnline.odu.edu). The Registrar’s office in Rollins can assist with any login problems or questions concerning LeoOnline.
- Please note that all payments made by credit card will be assessed a 2.75% non-refundable convenience fee and must be completed online. Credit cards are no longer accepted at the cashier’s window.
- Students are responsible for ensuring timely payment and for notifying sponsors well in advance of a payment due date. It is not acceptable to say that the funds are in transit.

IT IS CRITICAL THAT ALL PAYMENTS ARE MADE BEFORE OR ON THEIR DUE DATE. PAYMENTS NOT RECEIVED BY THE DUE DATE ARE CONSIDERED LATE AND ACCOUNTS MAY BE PLACED ON HOLD AND/OR RECEIVE A LATE FEE.

Government-Sponsored Students
It is the student’s responsibility to obtain financial documentation from the embassy and to submit a current financial guarantee to both VISA and the Finance office every semester of enrollment. Even if the correct offices have current letters, a bill may be generated as it can take a few weeks to process billing; however, if a second bill arrives, please contact Finance at 757.683.3030 or stop by their office in Rollins Hall.

Withdrawing from University Courses — for F-1s & J-1s
Students must obtain WRITTEN permission (RCL approval email) from VISA BEFORE dropping any credits as this may affect student visa status. NOTE: Classes are not automatically dropped from a schedule if the student no longer attends; full tuition payment for the course will still be expected and a “Withdraw Fail,” which jeopardizes F-1 and J-1 status, will be noted on the transcript.

Payment Plans
ODU’s Office of Finance administers a payment plan for the fall and spring semesters (not the summer). Payment plans must be established in LeoOnline each term by the published tuition deadline. After signing up for the payment plan, students will continue receiving a comprehensive billing statement of all remaining charges. Please refer to LeoOnline for the actual payment amounts and due dates. Please note that the payment plan may not be revoked once established.

How It Works
When setting up the payment plan, charges for each semester are divided into 4 equal payments and, to that amount, a $40 non-refundable enrollment fee is added. The $40 fee must be paid at the same time the payment plan is established. The monthly e-bill will show a comprehensive statement of all charges due. Refer to LeoOnline for actual installment amounts and due dates. Payments not received by the due date are considered late and the account may be placed on hold and receive a late fee. Students will be able to enroll in the payment plan within 45 days before the tuition deadline OR on the first day of registration, but all past due installments (including any accrued late fees) and the $40 non-refundable enrollment fee must be paid before the plan can be set up.

How to Set Up A Payment Plan
Payment plans must be set up and the online (paper enrollment forms will not be accepted). The $40 non-refundable enrollment fee must be made online. Do not mail payment for the enrollment fee to the Office of Finance.

1. Log in to LeoOnline. Select the link "Make a payment on account, sign up for e-Refunds and/or sign up for a Payment Plan."
2. After selecting that link, users will be redirected to TouchNet, a secure payment site. Once logged in to the TouchNet account, select Payment Plan from the choices across the top of the screen and follow the prompts to establish the payment plan.
3. During set-up, users are prompted to pay the amount due.
4. Print a copy of the agreement to keep with important paperwork.

Payment Due Dates
Once the payment plan is established, it automatically recalculates the remaining installments and students will receive an automatically-generated e-mail notification from TouchNet each time a payment plan amount changes or upcoming installment payment is due. If a student drops/adds a course (after notifying VISA with an RCL form and getting approval for it), the credit or additional cost will be divided equally among the upcoming installments. Students may review payment plan installment due dates by logging into LeoOnline at any time. IMPORTANT: If any installment payment, or portion thereof, becomes 30 days past due, the student will be removed from the payment plan, a late fee will be assessed on the entire remaining payment plan balance, and the full balance will be accelerated, which means the entire amount will be due and payable immediately, and the account is at risk of additional penalty fees.