

Welcome to LSU Health!

To stay enrolled and avoid money stress, there are a few **important Bursar tasks** you'll need to complete. This quick checklist walks you through **what to do, why it matters, and how to do it.**

Your Bursar To-Do List

1. Complete Required Fall Paperwork (**Required Every Fall**)

Every **Fall semester** (and when you're first enrolled), you must complete the **Bursar Optional Fee Form** in **Academic Self-Service**:

 <https://academicselfservice.lsuhs.edu>

This form covers **two important items**:

- **Health Insurance**
 - Upload proof of your own insurance **OR**
 - Enroll in the LSUHSC student Blue Cross plan
- **Parking**
 - Request a campus parking permit
 - Parking charges will be added directly to your student bill

Need help?

Use this step-by-step guide:

[Bursar - Optional Fees_JOB AID.pdf](#)

2. Set Up Your Refund (If You're Getting One)

If you have excess financial aid or are owed a refund, payments are issued through **BankMobile**.

What to do:

- Watch your **LSUHSC** email for a message from **BankMobile**
- Follow the instructions to choose how you want your refund
- Make sure to provide a text-enabled mobile number; it will be verified with a one-time passcode to access electronic refund disbursement options.


 **Tip:**

Most students select **direct deposit to their personal checking account** (fastest and easiest).

3. Authorize Federal Financial Aid (Very Important!)

If you use **federal financial aid**, you must give permission to pay certain charges such as:

- **Nursing kits**
- **Technology fees**
- **Parking**
- **Other non-tuition expenses**

 Without this authorization, your financial aid **cannot** automatically cover these costs.

 **How to complete it:**

Follow the instructions in this guide:

[Student Permissions Title IV - NO Only.pdf](#)

4. Tax Forms: 1098-T (Available Every January)

Each January, **LSU Health** provides your **1098-T form**, which you (or your parents) may need to file taxes.

 **Go Green (Recommended):**

- Opt in for **online delivery**
- Download the form instantly from Academic Self-Service
- No waiting for mail!

- Links below with further information:
- [Student Permissions Title IV - NO Only.pdf](#)
- [View 1098-T.pdf](#)

5. Pay Your Tuition & Fees

When you're ready to pay, log into **Academic Self-Service** and go to:

Finances → Student Payment Portal

Payment Options & Fees

Payment Method	Service Fee
E-Check (Bank Account)	\$0.50 per transaction (<i>cheapest option</i>)
Debit/Credit Card	2.95% of total
529 College Savings	\$10.00 (<i>select institutions</i>)
International Payments	4.25% of total

 **Step-by-step payment guide:**

[Transact ePayments_New Orleans.pdf](#)

Final Tip

Check your **LSUHSC** email regularly—it's how we contact you about **refunds, holds, deadlines, and important updates**.

If you take care of these steps early, the rest of your semester will go much smoother!