Fee Payment Checklist

Please use this checklist as a tool to ensure your Bursar Student Account is in good standing. We are here to serve and wish you a fantastic semester!

☐ Review your eSTATEMENT
- An email will be delivered to your student email address once ready
- log into myIPFW and click on the billing icon 📦
  (Fall fees are assessed mid-July, Spring fees are assessed mid-November)
- Create a habit of reviewing frequently

☐ Understand your due date
- Can be found on the eSTATEMENT received through your Bursar student account
- Listed on first page of myIPFW in the Academic Calendar channel
- Also found on last page of schedule of classes

☐ Prior to due date ensure account is in good order by:
- Paying in full (online, in person, US Mail, drop-box) or,
- Completing Financial Aid steps and knowing amount awarded is enough or,
- Enrolling in deferred tuition and fees payment plan (online or in person)
  - Understand what fees are not included in the deferred payment plan
  - Some fees must be paid out of pocket separate from deferred plan
- If Financial Aid is less than assessed fees, enroll in payment plan for remaining balance

☐ Become familiar with online Bursar Student Account
- view and print statements
- sign up for text alerts
- schedule payments
- enroll in direct deposit for refunds
- account history is available by reviewing your term summary

☐ Give authorized user access to your Bursar Student Account Information
- individual may view your student account information
- authorized user may make payments on your behalf

☐ Contact the Bursar staff anytime you have questions 260-481-6824 or stop and see us in lower level of Kettler Hall, G57