




## IPFW Bursar Office Fee Payment Checklist Spring 2010

Please use this checklist as a tool to ensure your Bursar Student Account is in good standing. We hope you have a fantastic semester!

- Review your eBILL**
  - log into myIPFW and click on the billing icon 
  - (Spring fees will be assessed mid-November)
  - create habit and review frequently
  
- Understand your due date**
  - December 17, 2009 if initial registration on or before December 6, 2009
  - January 15, 2010 if initial registration on or after December 7, 2009
  
- 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 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 for remaining balance
  
- Become familiar with online Bursar Student Account**
  - view and print statements
  - 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 east of Subway and Follett's Bookstore!