


# Purdue University Fort Wayne Bursar Office Fee Payment Checklist

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 eSTATEMENT***
  - An email will be delivered to your student email address once ready
  - log into goPFW 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 goPFW 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 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 east of Subway Restaurant