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
  • May view your student account information
  • May make payments on your behalf

☐ Contact the Bursar staff anytime you have questions: bursar@pfw.edu; 260-481-6824; or stop and see us in the lower level of Kettler Hall, G57, east of Einstein Bagels