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