What is a Bursar?

According to Merriam-Webster’s learners dictionary ...

Bursar *noun* /ˈbər-sər, -sər/
: a person whose job it is to manage the money of a school, college or university
: treasurer

– http://www.learnersdictionary.com/search/bursar
What does the IUPUI Bursar Office do?

• Assessment and collection of tuition, fees and departmental charges from students

• Student and Corporate Billing

• Student refunds
  • And much, much more!

http://www.bursar.iupui.edu/siteindex.asp
Where is the Bursar Office?

In partnership with the Student Financial Services office, we provide a “one-stop” shop for face-to-face services in the Campus Center, Room 250.

- In addition to in person customer service:
  - Email bursar@iupui.edu (best way to contact us)
  - Phone (317) 274-2451
  - Website bursar.iupui.edu
How can a student estimate fees?

Based on:

**Residency:**
Choose your Residency....

**Status:**
Choose your status....

**Program:**
Choose Program....

**Hours:**
Choose Hours....

https://bursar.iupui.edu/apps/bandedcostestimator.aspx
What is banded tuition?

Banded tuition is defined as charging a single-tuition amount for credits within a defined range. Banded tuition is designed to help undergraduate students graduate in four years and minimize education-related debt. Click here to learn more.
Basic Student Billing Information

• Electronic bills (e-bills)
  • Notification sent to official IUPUI email address
  • Access available in One.iu.edu portal
  • We do not send paper bills

• 1\text{st} Bill of term
  • Fall is sent on third Thursday in August
  • Spring is sent on third Thursday in December
  • Summer is sent on third Thursday in May
  • Monthly bill on third Thursday of all other months
  • Bills due 10\text{th} day of every month
  • Late payments will result in monthly late fee

http://bursar.iupui.edu/payoptions.asp#LPF
Deferment Option

Q. How do I sign up?
A. Register before the first bill date for a term (Spring 2018 was Dec 21) and pay the “Deferment Amount” on your bill (later registrants will pay in 3 payments)

Q. How much are the payments?
A. The payments are divided into four approximately equal payments.

Q. Is there a service charge?
A. There is a monthly $15/installment service charge
What is a Third Party User?

- A Third Party User is someone you give access to your bursar account & the online payment system so they can pay your bill.

They access here

You set up here
One

Portal where students access IUPUI services
Register for classes
View and pay your Bursar bill

www.one.iu.edu
How to View and Pay Your Bill

Search Results: Tasks

View/Pay Bursar Bill
IU Bursar Pay (All IU Campuses)

3rd Party User Access
(All IU Campuses)

Direct Deposit of E
(All IU Campuses)
How to View Your Bill

Account Summary  Statements  Activity by Date  Activity by Term

Account
Student  Campus IUPUI Indianapolis

Amount Due
Balance of $1,898.72 due by August 18, 2015

Pay $1,898.72

What if my payment is late?
If the amount due is not received by Aug 18, 2015, a late payment fee will be charged on the next statement. The late payment fee is 1.5% per month.

Additional Payment Options
Pay any amount up to $1,898.72. This may include items that are not yet billed.
Please indicate the amount you wish to pay in the box below.

If you cannot pay the full amount due, check the box and pay at least the minimum amount of $489.68 to defer the remaining balance to your next statement. By checking the box, you understand a $15.00 deferment fee will be charged on your next statement.

I want to participate in the deferment plan

Payment Receipts
To print a receipt for an online payment, click the link below. Then, go to 'My Account' to see your payments and print.
Print receipt
## Account Summary

<table>
<thead>
<tr>
<th>Activity by Date</th>
<th>Activity by Term</th>
</tr>
</thead>
</table>

### Account

- Student: [Redacted]
- Campus: IUPUI Indianapolis

### Activity Since Last Statement

No new activity has been posted to your account since your last statement.

### Most Recent Statement

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 04, 2015</td>
<td>$1,898.72</td>
</tr>
</tbody>
</table>

**Previous Balance**: $383.72

### Charges and Adjustments

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 13, 2015</td>
<td>IU eTexts Fee</td>
<td>$44.40</td>
</tr>
<tr>
<td>Jul 13, 2015</td>
<td>SCI Distributed Educ-Geol</td>
<td>$80.00</td>
</tr>
<tr>
<td>Jul 13, 2015</td>
<td>Repair &amp; Rehabilitation Fee</td>
<td>$121.95</td>
</tr>
<tr>
<td>Jul 13, 2015</td>
<td>General Fee</td>
<td>$361.10</td>
</tr>
<tr>
<td>Jul 13, 2015</td>
<td>In-State Undergraduate Tuition</td>
<td>$2,402.55</td>
</tr>
<tr>
<td>Jul 22, 2015</td>
<td>Distance Education Course Fee</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

**Total Charges and Adjustments**: $3,100.00

### Payments and Financial Aid

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 13, 2015</td>
<td>Tuition Benefit/Employee</td>
<td>-$1,201.28</td>
</tr>
<tr>
<td>Jul 15, 2015</td>
<td>Payment by Web - ACH</td>
<td>-$383.72</td>
</tr>
</tbody>
</table>

**Total Payments and Financial Aid**: -$1,585.00

### Statement Balance

**Statement Balance**: $1,898.72

### Anticipated Aid

**Total Anticipated Aid**: $0.00

### Amount due by Aug 18, 2015

**Amount due by Aug 18, 2015**: $1,898.72

### Statement History

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 07, 2015</td>
<td>$383.72</td>
<td></td>
</tr>
<tr>
<td>Jun 02, 2015</td>
<td>$767.45</td>
<td></td>
</tr>
</tbody>
</table>
### Account Summary

**Account**
- Student S
- Campus: IUPUI Indianapolis

**Date Range**
- From: 7/1/2015
- To: 8/15/2015

**Activity 7/1/2015 to 8/15/2015**

<table>
<thead>
<tr>
<th>Date</th>
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<td>Jul 13, 2015</td>
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<tr>
<td>Terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Fall 2015</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>Summer 2015</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>Spring 2015</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>Fall 2014</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>Summer 2014</td>
<td>PDF</td>
<td></td>
</tr>
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How to Pay Your Bill

**Student Billing**

**Account Summary** Statements Activity by Date Activity by Term

**Account**
Student: [redacted] Campus IUPUI Indianapolis

**Amount Due**
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Pay $1,898.72

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- [ ] I want to participate in the deferment plan

**Payment Receipts**
To print a receipt for an online payment, click the link below. Then, go to 'My Account' to see your payments and print.

[Print receipt]
How to Pay Your Bill

Select Method of Payment

- Enter new credit/debit card information.
- Enter new electronic check information.
- Use Checking (Checking account ending in 1648).

Contact Us

Continue Checkout
How to Pay Your Bill

Enter check information

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number
Confirm Bank Account Number
Account Type: ☐ Checking  ☐ Savings
Routing Transit Number:  What are my Routing Transit and Account Numbers?
Account Holder Name
Email Address: anyone@iupui.edu  (Optional) Please provide a name for this payment method to be saved for future use: ex: 'MyChecking'

(You’ll have a chance to review this order before it’s final.)

Continue Checkout
Credit Card Convenience Fee

- 2.75% Convenience Fee on all credit card transactions
- May not pay by credit card in person, only via One.iu.edu account
- **No Convenience Fee for cash or check transactions (including online payment via e-check!)**
- VISA, MasterCard, Discover, and American Express accepted
Wiring funds

- Two options: FlyWire or Western Union GlobalPay
- Bank to Bank transfer process for international payments
- Exchange rate is competitive and may reduce bank service fees since the transaction is initiated as a local transfer
- Make payment in the currency of your choice. The funds will be converted to US Dollars
- Payment reaches your Bursar account in 3-5 business days
Wiring Funds

Office of the Bursar
Division of Finance & Administration

WHAT IS BANDED TUITION?
Banded tuition is defined as charging a single-tuition amount for credits within a defined range. Banded tuition is designed to help undergraduate students graduate in four years and minimize education-related debt.

2016-2017 BURSAR CALENDAR
Bursar calendar that will show you specific dates by semester
- 1st date to view charges each term
- Student billings

Electronic Transfer / International Payments
If you’re an international student, you may pay your student account from your home country by using Flywire or GlobalPay for Students.

Flywire and GlobalPay for Students are simple and secure ways to make an electronic payment in your own currency. The exchange rate is competitive and there’s no transaction fee for students from Indiana University, though your bank may charge a fee.

Here are a few things to keep in mind:
- Flywire and GlobalPay are more convenient and cost less than wires directly from your bank to Indiana University.
- Follow all directions for whichever foreign currency payment processor you choose
- We’ll post the U.S. dollar equivalent to your student account, usually within five business days after your local bank transfers the money. Make sure you start the process in plenty of time before your bill is due.

Flywire
Pay your bill with Flywire

GlobalPay for Students
Pay your bill with GlobalPay for Students

IU Bursar Pay
- Personal Deferment Option
- Electronic Transfer / International Payments
- Sponsored Students
- 529 College Savings Plan
- U.S. Mail
- In Person
- Returned Checks
- Late Payments
What if I withdraw?

Spring 2018 Refund Schedule:

– 100% refund period ends January 14 at midnight
– 75% refund period ends January 21 midnight
– 50% refund period ends January 28 at midnight
– 25% refund period ends February 4 at midnight

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If the reason for withdrawal was beyond your control, you may submit a Tuition Dispute. Procedures and Application available at [www.bursar.iupui.edu](http://www.bursar.iupui.edu), click Forms>Tuition Dispute Petition
What’s the fastest way to get a refund?

Set up Direct Deposit

- Get your refund sooner
  - Direct deposit refunds are processed daily*, paper checks only twice per week

*aid disbursement through first two weeks of class

- More secure
  - Check doesn’t have to go through US mail, so less risk of tampering.

- More convenient
  - Save a trip to the bank (and your gas!)
Online Bursar Tutorials on many topics

- How to Use the IUPUI Tuition & Fee Estimator
- How to Setup Direct Deposit
- How to Pay Your Bill
- How to Pay Your Bill with Credit Card
- How to Pay Your Bill with eCheck if you are a Student
- How to Assign an third party user

And many more at….

- www.bursar.iupui.edu, Quick Links, (bottom of page)

http://ittraining.iu.edu/sis/student_self_service_information.aspx
QUESTIONS?

For more information, visit our website at http://www.bursar.iupui.edu, email us at bursar@iupui.edu, or call us at 274-2451.