



WHERE **IMPACT** IS MADE

IUPUI Office of the Bursar

International Student Orientation 1/3/2018

Presented by Danielle Wise

What is a Bursar?

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

Bursar *noun* \bər-sər, -sär\

: a person whose job it is to manage the money of a school, college or university

: treasurer

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!

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.... ▼

Reset Selection

<https://bursar.iupui.edu/apps/bandedcostestimator.aspx>

How is tuition assessed?

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
- 1st 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 10th day of every month
 - Late payments will result in monthly late fee

December 2017						
SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2018						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2018						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Deferment Option



**4 EASY
PAYMENTS!**
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.

The screenshot shows the IUPUI One IU website interface. At the top, the IUPUI logo and name are displayed. Below the header, a search bar contains the text 'Third Party User', which is circled in red. To the left of the search bar, a white box with the text 'They access here' has a red arrow pointing to the 'All Categories' dropdown menu. To the right of the search bar, a white box with the text 'You set up here' has a red arrow pointing to the 'Set Up 3rd Party Users' task card. The search results section, titled 'Search Results: Tasks', displays two task cards. The first card, '3rd Party User Access (All IU Campuses)', features a red icon of three people and a 5-star rating. The second card, 'Set Up 3rd Party Users (All IU Campuses)', features a red icon of a computer screen with the word 'USERS' and a 5-star rating. Both cards include an information icon and a heart icon.

INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS

One IU

Search, Click, Done!

Third Party User

You set up here

They access here

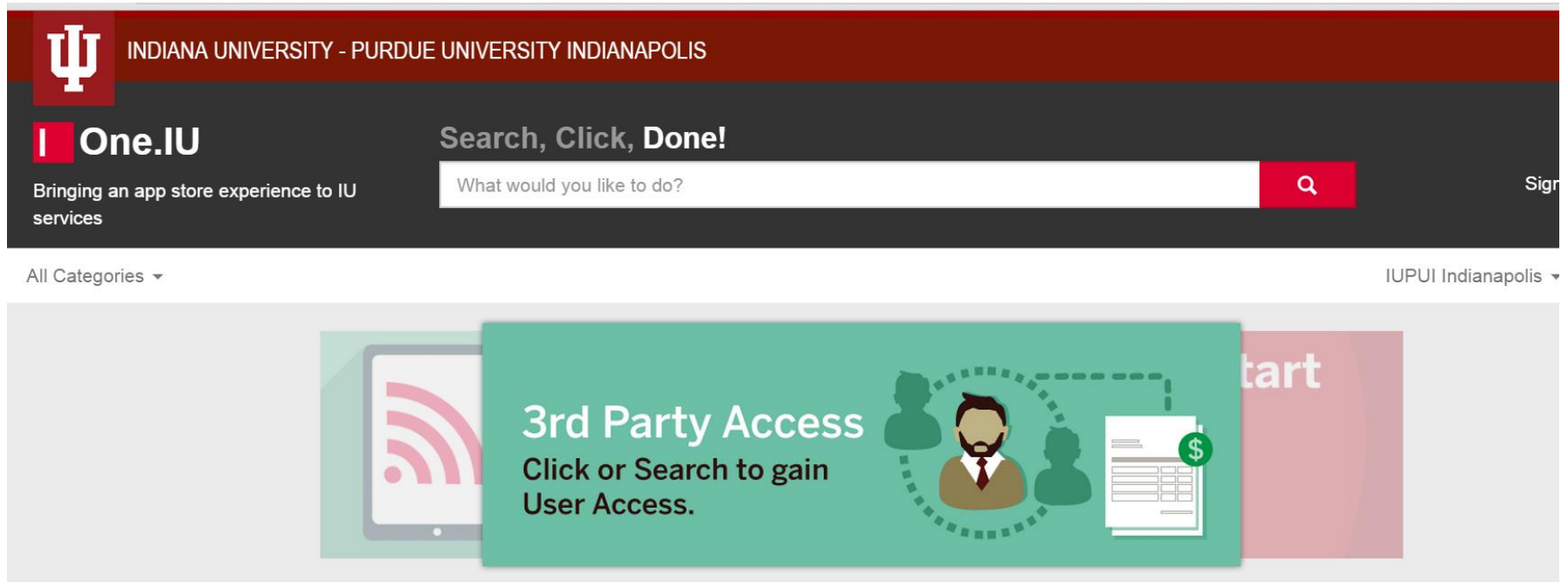
All Categories

Search Results: Tasks

3rd Party User Access
(All IU Campuses)

Set Up 3rd Party Users
(All IU Campuses)

One



www.one.iu.edu

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

How to View and Pay Your Bill



INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS

I One.IU

Bringing an app store experience to IU services

Search, Click, Done!

Bursar bill



All Categories ▾

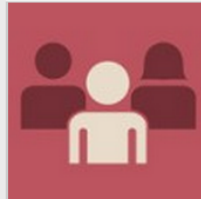
Search Results: Tasks



View/Pay Bursar Bill

IU Bursar Pay (All IU Campuses)

★★★★★ (5)



3rd Party User Access

(All IU Campuses)

★★★★★ (5)




Direct Deposit of E

(All IU Campuses)


★★★★★ (0)

How to View Your Bill

 **Student Billing** dmschank
[Logout](#)

[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

[Pay](#)

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 Statements Activity by Date Activity by Term

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

▼ Aug 04, 2015

\$1,898.72

PDF

Previous Balance

\$383.72

Charges and Adjustments

Jul 13, 2015	IU eTexts Fee	\$44.40
Jul 13, 2015	SCI Distributed Educ-Geol	\$80.00
Jul 13, 2015	Repair & Rehabilitation Fee	\$121.95
Jul 13, 2015	General Fee	\$361.10
Jul 13, 2015	In-State Undergraduate Tuition	\$2,402.55
Jul 22, 2015	Distance Education Course Fee	\$90.00
Total Charges and Adjustments		\$3,100.00

Payments and Financial Aid

Jul 13, 2015	Tuition Benefit/Employer	-\$1,201.28
Jul 15, 2015	Payment by Web - ACH	-\$383.72
Total Payments and Financial Aid		-\$1,585.00

Statement Balance

\$1,898.72

Anticipated Aid

Total Anticipated Aid

\$0.00

Amount due by Aug 18, 2015

\$1,898.72

Statement History

► Jul 07, 2015

\$383.72

PDF

► Jun 02, 2015

\$767.45

PDF

Account Summary Statements Activity by Date Activity by Term

Account

Student S [REDACTED] Campus IUPUI Indianapolis

Date Range

From 7/1/2015



To 8/15/2015



Find

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

Jul 13, 2015	General Fee	\$361.10
Jul 13, 2015	IU eTexts Fee	\$44.40
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[Account Summary](#) [Statements](#) [Activity by Date](#) [Activity by Term](#)


Account

Student [REDACTED] Campus IUPUI Indianapolis

Terms


- | | | |
|---|-------------|---------------------|
| ▶ | Fall 2015 | PDF |
| ▶ | Summer 2015 | PDF |
| ▶ | Spring 2015 | PDF |
| ▶ | Fall 2014 | PDF |
| ▶ | Summer 2014 | PDF |

How to Pay Your Bill

 **Student Billing** dmschank
[Logout](#)

[Account Summary](#) [Statements](#) [Activity by Date](#) [Activity by Term](#)

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[Pay](#)

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[Print receipt](#)

How to Pay Your Bill

[Contact Us](#)

Select Method of Payment

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

Continue Checkout

How to Pay Your Bill

Enter check information

Total Amount: \$36.09

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

(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

REFUNDS TITLE IV FORMS **PAY OPTIONS** SERVICES MASTER FEE LIST ASK THE BURSAR PAY MY BILL

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

IO Bursar Pay
Personal Deferment Option
Electronic Transfer / International Payments
Sponsored Students
529 College Savings Plan
U.S. Mail
In Person
Returned Checks
Late Payments

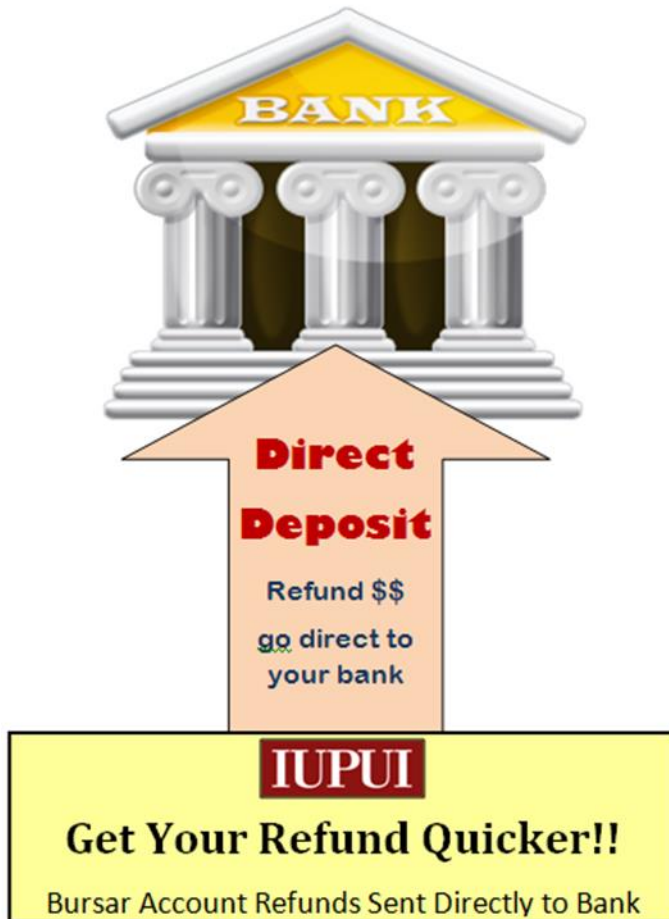
What if I withdraw?

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
-

If the reason for withdrawal was beyond your control, you may submit a Tuition Dispute. Procedures and Application available at 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.