WELCOME NEW IU GRADUATE STUDENT!

The Office of the Bursar is responsible for all fee assessment, e-billing, collection, and refunding of financial aid, among other functions. Our web site, http://bursar.indiana.edu, is designed to be a primary source of information about fees, billing calendars, payment options, policies (federal, state and IU), important announcements and other reminders which will help you stay in good financial standing with Indiana University. Please contact us any time you have a question or concern.

Below are several important things to know about student finances at IU Bloomington. This list is not all-inclusive, but it is our hope that it, along with the bursar web site and other resources, will help you get off to a good start at IUB.

- **Bursars bills are provided electronically** only (no paper bills are mailed). You will receive an e-mail notification from QuikPAY (qp@indiana.edu) each month there is activity on your bursar account. Monthly statements are usually created on the third weekend of the month with due dates the 10th of the following month. Read the QuikPAY guide on our web site for specific instructions in setting up Authorized Payers, making electronic payments and other web functions.

- Review your QuikPAY Most Recent Statement through OneStart (https://onestart.iu.edu, Student Self-Service > Student Information Snapshot) by clicking the link View/Pay Bursar Bill.

- You are responsible for prompt payment of your monthly e-bill. We suggest you check your account at least monthly prior to the 10th due date. A late fee of 1.5% of the past due balance is charged each month that a balance is past due. Your bursar account must be in good standing for you to get a transcript, enrollment verification, or register for a future term.

- You must pay the exact Minimum Due amount by the due date on the e-bill to invoke the Personal Deferment Option (PDO). PDO allows fees to be paid in up to four payments per term and keeps your account in good standing. If you get a late fee, you lose PDO for the remainder of the term.

- You can pay your balance online from a US checking or savings account (select Make a Payment in QuikPAY), by check (drop it off at our office or send by US mail), or by cash or debit card at our teller window in the Poplars Building W101 (first floor, west hallway). International students may initiate bank to bank transfer payments from their home country bank using Travelex. See details under Payment Options on our web site.

- You must set up direct deposit for your bursar refunds in OneStart. (Services>Student Self-Service>Services & Information>Financial>Direct Deposit Sign-Up. On the Direct Deposit Services page, click Bursar Refunds>choose checking or savings account>enter your US bank routing number and account number.) Direct deposit refunds for Fall 2012 term will be transmitted to your bank beginning August 13. (You must also update your Local address in OneStart.)

- Under Student Authorizations in OneStart, please read and consider submitting the Title IV Waiver for the Bloomington campus to allow your federal financial aid to pay all IU charges posted to your bursar account. See the web site for details as well as examples of how your financial aid will be applied, per federal regulations, with and without a waiver.

- Understand the Schedule Adjustment Policy before you drop and add classes after the first week of classes (100% refund period). See our web site, http://bursar.indiana.edu, under Policies.

- Contact Client Services with any questions or concerns: by e-mail to bursar@indiana.edu, by phone at 812.855.2636, weekdays from 8:00 AM to 5:00 PM. In-person office hours are weekdays from 9:00 AM to 4:00 PM in Poplars W100.

Best wishes for a successful term!