WHAT IS A BURSAR?

BURSAR

**Etymology:** Medieval Latin bursarius, from bursa which means purse. Therefore, a bursar is a keeper of the purse.

**Meaning:** An official in charge of funds, as at a college or university. *(Taken from Merriam-Webster Online Dictionary)*

At Purdue, the Bursar’s Office is responsible for:

- Tuition & Fee Assessment
- Invoicing & Payment Processing
- Processing Remissions, Fellowships, & Outside Awards
- Financial Aid Posting & Excess Aid Refunds
IMPORTANT:

PURDUE COMMUNICATES INVOICES AND NEEDED INFORMATION THROUGH ELECTRONIC MEANS.

STUDENTS:

DO NOT FORWARD YOUR EMAILS TO ANOTHER EMAIL ADDRESS AS OUR EMAILS MAY NOT FORWARD
HOW DO I SET UP AN AUTHORIZED USER?

Parents and Guardians have access to student billing information online **ONLY** if they are Authorized Users

1. Student - Log-on to your MyPurdue
2. Select the Financial Tab & click ‘Manage my Account’
HOW DO I SET UP AN AUTHORIZED USER?

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

**Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>E-mail Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Purdue Pete</td>
<td><a href="mailto:MrPete@purdue.edu">MrPete@purdue.edu</a></td>
<td>Edit, Delete</td>
</tr>
</tbody>
</table>

Add Authorized User
HOW DO I SET UP AN AUTHORIZED USER?

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</table>

Add Authorized User
HOW DO I SET UP AN AUTHORIZED USER?

This answer needs to be changed to ‘Yes’ for authorized users to access 1098T.
HOW DO I SET UP AN AUTHORIZED USER?

Agreement to Add Authorized User

I hereby authorize Purdue University to grant mrpete@purdue.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, January 2, 2013.

For fraud detection purposes, your internet address has been logged:

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

- [ ] I Agree

[Print Agreement] [Continue] [Cancel]
Subject: Bursar Notice - You have been given access

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

======= ACCESS INFORMATION ========
Student Name --- [ Purdue Pete]
Username --- [ tdriley@purdue.edu ]
Password --- [ axjibswqhd ]
==================================

_________________________________________________________________________

View your student's account information and manage your student finances at https://secure.touchnet.com/C21261_tsa/web/login.jsp

_________________________________________________________________________
A new billing statement has been issued for a student for whom you are an
authorized user.
You can view this statement at the web site listed below. It is available
24 hours a day to make bill payment more convenient for you.
Use your e-mail address and password to log in. Once logged in, you can pay
the student's bill, schedule a payment for a future date, or choose to have
future bills paid automatically.

======== STATEMENT DETAILS ========
Student Name --- [ Purdue Pete ]
Student Account --- [ xxxxx5678 ]
Amount Due --- [ $567.00 ]
Due Date --- [ 2013-01-07 ]
=================================

Parents and other Authorized Users may view student account information at
https://secure.touchnet.com/C21261_tsa/web/login.jsp
HOW TO VIEW eBILLS

*eBills* provide convenient access from any device with an internet connection 24/7.

*the eBill can only be viewed by the student or Authorized Users.*
HOW TO VIEW eBILLS

Select the statement to view:

11/26/2012
11/26/2012
09/05/2012
08/28/2012
07/17/2012
08/30/2012
07/30/2012
07/23/2012

Most Recent Billing Statement:

Current balance includes activity since your last statement, including recent payments and new charges.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Statement Date</th>
<th>Statement Amount</th>
<th>Current Balance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts Statement</td>
<td>11/26/12</td>
<td>$1,099.98</td>
<td>$1,099.98</td>
<td>View</td>
</tr>
</tbody>
</table>

Account Activity Since Last Statement:

To sort, click on the desired column header.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount($)</th>
</tr>
</thead>
</table>

View All Activity
Optional Payment Methods:

- Electronic check (no processing fee)
- Installment Plan
- Cash or Check
- Money Order
- Cashiers Check
- Wire Transfer
- Credit Card (additional processing fee)
INSTALLMENT PLAN

- Set-up online through MyPurdue each semester (not available for Summer)
- 25% Down Payment Required at time of enrollment
- 3 Subsequent Monthly Payments
- A finance charge is applicable based upon enrollment in the plan

[Image of the Purdue University payment plan website]
Estimated Payment Plan for Indiana Resident:

- Balance: $4,996.00
- Down Payment (25%): $1,249.00
- Interest: $45.92
- 3 Monthly Payments: $1,264.31

Estimated Payment Plan for Non-Resident:

- Balance: $14,397.00
- Down Payment (25%): $3,599.25
- Interest: $132.72
- 3 Monthly Payments: $3,644.00

Tip: You can view your Payment Plan prior to accepting terms and making your first payment.

Once accepted and payment made the plan will activate on your account

**Note: If you pay off early, interest rebates back similar to a simple interest loan
– no penalty for early payment**
MAKING PAYMENTS

PAY WITH
ELECTRONIC CHECK
AT NO ADDITIONAL CHARGE

Credit card payments are charged a 2.75% Convenience Fee

NOTE: DO NOT USE YOUR DEBIT CARD AS A CREDIT CARD PAYMENT

PayPath Information Systems accepts:

- Master Card
- Discover
- American Express

on behalf of Purdue University

**Visa is not accepted at this time**

**Students, please use caution. Loans offered by Financial Aid may provide much better rates & repayment options.**
**CONFIRM YOUR REGISTRATION**

---

### Financial Aid Requirements

**2012-13**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Fund</th>
<th>Source Term Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age of Student's Dependent Children Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Title IV aid authorization for current year charges</td>
<td>Federal Sub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Federal Title IV aid authorization for prior year charges</td>
<td>Federal Unsub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Entrance Counseling</td>
<td>Federal Sub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Loan Entrance Counseling</td>
<td>Federal Unsub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Promissory Note</td>
<td>Federal Sub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Promissory Note</td>
<td>Federal Unsub Stafford Loan</td>
<td>✓</td>
</tr>
<tr>
<td>Purdue Loan Promissory Note</td>
<td>Century Class Purdue Loan</td>
<td>✓</td>
</tr>
</tbody>
</table>

---

### Financial Calculators

- Estimate your financial aid eligibility for the next academic year
- Estimate your tuition, fees, and campus housing costs

### Financial Resources

- Important Financial Aid Links
- Student Job Postings
- Internship Resources
- Professional Practice/Co-Op Information
- Financial Planning Cash Course
- Tuition Refund Policy for Withdrawing Students
CONFIRM YOUR REGISTRATION

Enrollment Confirmation

Please confirm your enrollment. By confirming your enrollment and accepting fees you are acknowledging your financial responsibility to pay, by the due date, any tuition, fees, and housing charges assessed and billed to your student account.

NOTE: Your confirmation that you plan to attend Purdue ("Confirm Enrollment") and arrange for fee payment ("Confirm Payment") in the Spring 2013 semester is due by 5:00 PM (Eastern Time) on 01/14/2013. If you have not arranged for fee payment and confirmed your enrollment by this date, your registration will be canceled.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>✔️</td>
</tr>
</tbody>
</table>

YOU HAVE SATISFIED ALL ENROLLMENT OBLIGATIONS TO PREVENT CANCELLATION FOR THE UPCOMING TERM

No further action is necessary.
How does Financial Aid get applied?

1. Tuition & Fees

2. Billed campus housing (according to chosen plan)

3. Any excess aid is refunded directly to student
   (by direct deposit if signed up, or by paper check to local address)

4. Any excess Parent Plus Loans are refunded directly to the parent in the form of a paper check to the address the parent applied under

**MAKE SURE TO FILE YOUR FAFSA BY MARCH 1 EACH YEAR**

**Be Prepared to Cover Expenses until Aid Arrives**
## Title IV Authorization

**Quick Links**
- Personal Information
  - Addresses & Phones
  - Email Addresses
  - Emergency Contacts
  - Ethnicity & Race
  - Religious Preference
- Financial Aid
  - Financial Aid Status
  - Aid Requirements
  - Important Messages
  - Cost of Attendance
  - Academic Progress
- Financial Aid Awards
  - Award for Aid Year
  - Award Messages
  - Award Payment Schedule
  - Award History
  - Loan Application History
  - Federal Shopping Sheet
- Student Account
  - Do I have any Holds?
  - Change My Account
  - Account Summary
  - Account Detail
  - Title IV Authorization
  - 1098T Tax Notification
  - Wire Transfer Instructions

### Enrollment Confirmation

*Confirm your enrollment for the coming semester*

This step is **required** to avoid being canceled.

### Summer Aid Application

*Apply for Financial Aid for Summer 2013*

Carefully review the requirements and submit your application now.

### Financial Aid Requirements

<table>
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<tbody>
<tr>
<td>Direct Loan Exit Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>
Authorize Title IV Aid for Miscellaneous/Prior Year Charges

Federal Title IV financial aid funds are restricted to payment of tuition, fees, room and board. (Examples of Title IV financial aid funds include Stafford Loans, Pell Grants, or Supplemental Educational Opportunity Grants). Program regulations permit students to authorize use of Title IV financial aid funds for non-institutional expenses such as Library fees, Purdue Student Hospital charges, Bands/PMO expenses and Chemistry breakage fees.

Please select the appropriate authorization below to direct the use of these funds.

Authorization may be rescinded at any time by returning to this page on http://my.purdue.purdue.edu and selecting "Do Not Authorize" from the drop down menu.

Please note: By rescinding this authorization the University will not be permitted to use any federal Title IV funds to be used as payment towards the non-institutional charges and the student agrees to pay charges out-of-pocket.

I Authorize Purdue University to apply any excess funds from my current session financial aid directly to my University bill to cover miscellaneous charges. This authorization will be rescinded.

If applicable, I authorize Purdue University to apply any excess funds from my prior session financial aid directly to my University bill to cover any charges originating during a prior award year, not to exceed Two Hundred ($200.00) dollars. This authorization will remain in effect until the authorization is rescinded.

Submit
• Direct deposit refunds
  – Monday through Friday
  – In your bank account within 24-48 hours at your banking institution
  – Instructions: [www.purdue.edu/bursar/pdf/instructions/Bursar_Authorize_Direct_Deposit.pdf](http://www.purdue.edu/bursar/pdf/instructions/Bursar_Authorize_Direct_Deposit.pdf)

• Not signed up for Direct deposit?
  – Paper checks are printed every Friday
• You can expect to receive your check within **10-12** business days as checks are only produced on a weekly basis by the University

**Sign-up for Direct Deposit!**
It’s faster, safer, and easy to Do!!!

**Note:** Excess Parent Plus Loans are refunded directly to the parent in the form of a [paper check](#) to the address the parent submitted on the application
HOW TO SIGN UP FOR DIRECT DEPOSIT

Thank you. Your changes have been saved.

Refunds puts money in your account...FAST!
Direct Deposit is the secure and convenient way to get your refund.
No more trips to the bank or waiting for a paper check.

Set up Account

Direct Deposit Bank Account
Account Description | Actions
--- | ---
No account has been set up. | Set up Account
HOW TO SIGN UP FOR DIRECT DEPOSIT
HOW TO SIGN UP FOR DIRECT DEPOSIT

Set Up Refund Account

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

*Account type: Checking

Routing number: 12356789

Account number: xxxxx1235

Name on account: 

*Save payment method as: My Checking Acct.

Save Cancel
HOW TO SIGN UP FOR DIRECT DEPOSIT

If you ever need to revise the account, just select the Edit button.

You know Direct Deposit is set up successfully when you see the account name under Account Description.
**Give College Choice at least 2 weeks notice for funds to be sent by check to school**

If you have a College Choice 529 plan, in order to process funds, you can:
1) Call Client Service Representatives at (866)485-9415, Mon-Fri, 8:00 am-8:00 pm EST
2) Talk to your 529 financial advisor and request funds
3) Fill out paper form and send in for funds request
4) Process funds request online through the website

Funds can be sent to self or directly to school – address to school must be provided by the account holder: Purdue University
610 Purdue Mall
West Lafayette, IN 47907

**Funds can be transferred to account holder’s personal bank account within 3-5 business days if bank account information is provided**

Purdue University
1098-T Tuition Payment Statement (Hope/American Opportunity Tax Credit)

1098-T available on-line only by January 31\textsuperscript{st} 
ONLY available to students and 
authorized users that have been specifically granted access

Note: Purdue University Reports on Tuition Billed NOT Tuition Paid (Box 1 will be empty, Box 2 will be filled)

Example: 2013 1098-T will report the following terms:
1. Summer 2013
2. Fall 2013
3. Spring 2014 (Billed in November 2013)

Please consult a Professional Tax Advisor regarding qualification for this Tax Credit
*Important Reminders*

- Tuition is billed separately for Fall, Spring, and Summer
- Note: Aid Awarded will show up as a credit on the invoice
- All Fees are Due by the First Day of Class every semester –

  **Fall 2013 due August 19, 2013**

**Want an estimate of tuition for a semester?**

A tuition/fee/housing calculator is available online at [www.purdue.edu/bursar/tuition/calculator](http://www.purdue.edu/bursar/tuition/calculator)

**Tuition/Fee Calculator for 2012-2013 (Per Semester)**

| ENROLLMENT | SELECT ENROLLMENT SEMESTER ▼ |
| TERM | SELECT TERM ▼ |
| CREDIT HOURS | |
| STATUS | SELECT STATUS ▼ |
| RESIDENCY | SELECT RESIDENCY ▼ |
| SCHOOL | SELECT ACADEMIC SCHOOL ▼ |
| HOUSING | SELECT HOUSING TYPE ▼ |
| | CHOOSE UNDERGRADUATE HOUSING ▼ | MEAL PLAN ▼ |
| | CHOOSE GRADUATE & FAMILY HOUSING ▼ | MEAL PLAN ▼ |
| ESTIMATED EXPENSES | Include the total estimated expenses (i.e., transportation allowance, books and supplies, and personal and miscellaneous expenses)? Select to include estimated expenses ▼ |
ACTION STEPS

NOW:
- Set up Parent / Guardian as an Authorized User
- Enroll for Direct Deposit
- Read all University E-mail
- Visit the Bursar Website: [www.purdue.edu/bursar](http://www.purdue.edu/bursar)
  Find info on: Installment plans, Tuition fee rates, Tuition calculator, refund policy, FAQs, How to’s
- Make your parents learn the words to ‘Hail Purdue!’

WHEN INVOICED IN JULY:
- Review your invoice
- Review & Accept Aid Package
- Sign Promissory Notes
- 529 Plans – Submit Required Information EARLY to allow processing time
Teresa Harris
(GI BILL Only)
Phone: 765-494-6135
E-mail: harri262@purdue.edu
Hovde Hall Room 55

Questions regarding CDV
See the Division of Financial Aid
Bursar’s Office
HOVDE HALL

Call Center: 765-494-7570
M-F, 8am-5pm
E-mail: askbursar@purdue.edu
Walk-Ins: Ground Floor, Hovde

Division of
Financial Aid
SCHLEMAN HALL

Call Center: 765-494-5050
M-F, 8am-5pm
E-mail: facontact@purdue.edu
Walk-Ins: Schleman Hall, Rm 305