Fairfield
UNIVERSITY

Office of the Bursar

Online Billing and Payment Site (Full-Time Undergraduate Students)
All billing is done electronically; email notification of bill is sent to students and Authorized Users

Student Directions to Access:
1. Log on to my.Fairfield
2. Search *Online Billing and Payment-Student* and Launch the task; this will bring you to the home page of your student account
3. The home page displays the Balance Due less any *estimated* Financial Aid. The site allows you to review student account activity, retrieve billing statements and make secure electronic check payments (a routing number and checking account number are required)
4. Students can add ***Authorized Users*** including parents, guardians and sponsors by completing the following steps:
    - Select 'Authorized Users' located on the right hand side of the Home page
    - Click 'Add an Authorized User'
    - Type the e-mail address of the Authorized User; Answer "Yes" to the questions and click on the "Continue" button
      The authorized user will be notified by e-mail once this is completed.
   No user will be able to access the website until they are authorized to do so by the student

Menu Options:
My Account
Current Activity   View student billing activity per semester; helpful in viewing activity which occurs after billing statement is issued

Statements   Billing statements are generated *at a point in time* and may not display the most recent activity on a student account; use the View Account Activity function to see transactions which occur in between billing statements
Account
Payment   Make secure electronic check payments (*to edit amount*, proceed to 2nd screen, input amount in box on right)

Payment
History   View payments made over a period of time

Understanding the Billing Statement
Fall semester invoices are generated in early July and payment is due August 1st.
Spring semester invoices are generated in early December and payment is due January 1st.

   Subsequent Fall or Spring semester invoices will be generated for accounts with balances outstanding after the applicable payment deadline.
   Please review the Important Dates found on www.fairfield.edu/bursar for more information.

Important Notes:
1. Tuition Payment Plan: * accounts enrolled with Tuition Management Systems (TMS) will see a "Memo" amount on the semester billing statement which equals the remaining amount of the TMS contracted semester value
                            * login to TMS to make your monthly payment
                            * continue to check the student account on the Fairfield University Online Billing + Payment site

2. Health Insurance Charge: * ALL full-time undergraduate students are charged for the Health Insurance on the Fall semester billing statements.
                             * the student must process a health insurance *waiver* online in order for the charge to be reversed on the student account.

3. Memo Items: * students receiving financial aid <u>must accept</u> their Financial Aid Award in order for aid to appear on their account; no aid will be disbursed or listed as a Memo Item if the financial aid file is incomplete.
                             * the billing statement reflects credit for one semester's portion of the financial aid awarded.
                             * Federal financial aid grant and loan recipients, please deduct the Memo Item(s) amount on the billing statement from the Total Due and remit the difference.
                             * questions regarding financial aid should be directed to the Financial Aid Office at ext. 4125 or finaid@fairfield.edu