



Fairfield
UNIVERSITY

Office of the Bursar

Online Billing and Payment Site (Graduate and Continuing Studies 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 (routing number /checking account number required) or credit card payments
4. Students can add **Authorized Users** including parents, guardians and sponsors by completing the following steps:
 - Select 'Authorized Users' by clicking on the icon on the right hand side of screen; choose 'Add an Authorized User'
 - Provide the e-mail address of the Authorized User; Press the 'I Agree' buttonThe 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

Paying the Bill:

Fall semester payment is due August 15th

Spring semester payment is due January 1st

Please note:

- * students receiving financial aid **must accept** their Financial Aid Award in order for aid to appear on their account; no aid will be disbursed or listed as Estimated Financial Aid if the financial aid file is incomplete.
- * Federal financial aid grant and loan recipients, if there is a balance due after factoring in the aid amount, please remit this balance due by the payment due date for the semester.
- * questions regarding financial aid should be directed to the Financial Aid Office at ext. 4125 or finaid@fairfield.edu