



Fairfield
UNIVERSITY

Office of the Bursar

Online Billing and Payment Site (International 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

Paying the Bill:

Fall semester payment is due August 1st.

Spring semester 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.