

## PAYMENT INFORMATION

[www.bursar.purdue.edu](http://www.bursar.purdue.edu)

### Installment Plan

To sign up for the installment plan at [mypurdue.purdue.edu](http://mypurdue.purdue.edu):

- Log on to your myPurdue account
  - Select the "Financial" tab
  - Click on "Manage My Account"
  - Select "Payment Plans"
  - Click on "Sign up for a new Payment Plan"
1. A finance charge is applicable based upon the balance deferred after the down payment.
  2. 25% of the amount due for tuition & fees must be paid by the payment due dates provided at the time of enrollment. The remaining fees, plus a finance charge, will be paid in three equal amounts over the course of the semester.
  3. The initial 25% payment will need to be submitted online to enroll in the plan. Each subsequent installment should be paid by the due dates provided (late fees are applicable if payments are not made by the due date). As a convenience, participants may choose to schedule each installment payment in advance via an automatic deduction from a designated bank account.

The due dates for the Fall 2015 Installment plan will be:

- August 24th, 2015 (initial payment to set up installment plan)
- September 21st, 2015
- October 19th, 2015
- November 16th, 2015

**Purdue Columbus students pay tuition & fees online**  
**MyPurdue Online Payments.** Go to [mypurdue.purdue.edu](http://mypurdue.purdue.edu)

- Click on "Financial" tab
- Click on "Manage my Account"
- Click on Make a Payment
- Follow instructions

Purdue Bursar questions:  
**765-494-7570** or  
[asktsw@purdue.edu](mailto:asktsw@purdue.edu)

**Is your parent or another party making payment?** Once you are logged-on to MyPurdue, you can set up an "Authorized User" who will then have the ability to view and pay bills on-line as well! Go to MyPurdue -> 'Financial' tab -> 'Manage My Account' -> 'Authorized Users' tab to add their contact information.

Payments can be processed electronically with a checking or savings account or with a Visa, MasterCard, Discover Card, or American Express Credit Card. *If a credit card is used, there is a 2.75% convenience fee charged by TouchNet.*

## CONFIRMING YOUR REGISTRATION

### Avoid Cancellation of Courses:

- Meet the payment requirements by the invoice due date.
- Confirm that you will be attending Purdue:
  - Log-on to your [MyPurdue](#) account
  - Select the "Financial" tab
  - Click on "Registration Status/Enrollment Confirmation"
  - Review the output. If any items are in red, there is further action required

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR REGISTRATION IS PAID AND COMPLETED BY THE DUE DATE.**

If you do not wish to be a student for the semester, you can cancel your registration with a Drop/Add Form before the first day of classes. After classes start, students must contact their advisor and the [Office of Dean of Students \(DOS\)](#).

**A late registration fee of \$200.00 will be assessed to all students registering (or re-registering if your schedule was cancelled) after the first week of classes. Please allow sufficient mailing and posting time for payments - a minimum of 10 days is recommended.**