

## **Indiana University Northwest Office of Student Accounts**

### **Billing and Payment Options for High School-Dual Credit Students**

Students will receive an account statement in the U.S. Mail following enrollment.

#### **Payment Options**

##### **To pay online by credit card (Visa, MC, AMEX, Discover, JCB) or ACH (checking or savings):**

The first time you wish to pay online you will need to go to the Access Management in <https://one.iu.edu/> and select "Create My First IU Account" to setup your username and passphrase. Please do not share this information, if you forget your username and passphrase you will need to back to the same site and reset it. You will need your university ID # located at the top your account statement. Once you have setup your username and passphrase, go to <https://one.iu.edu/> to search for IU Bursar Pay to sign in and make a payment.

Or

The student may setup their parent or another authorized individual as a 3<sup>rd</sup> party user to make online payments by following the steps below after they have setup up their own username and passphrase:

1. Go to: [one.iu.edu](https://one.iu.edu/)
2. In the search box type "Set Up 3rd Party Users".
3. Click start and login with your username and passphrase.
4. Follow prompts to add or delete a 3rd Party User.
5. Read and Accept the FERPA disclosure agreement, if required.
6. Provide a username, password, first and last names for your user.  
Password must be at least 8 characters, contain 1# is case sensitive.  
Click the "Bursar Balances and Bills" box.
7. Enter the 3rd Party User's email address; confirm by entering again.
8. Click Save User.
9. You must provide the password to the user so s/he can use the unique login to access your account. An e-mail message will be sent to the 3rd Party User containing the username you created.

Once you have given the 3<sup>rd</sup> Party User their access information, they will go to <https://one.iu.edu/> and search for "3<sup>rd</sup> Party User Access" to sign in and make a payment.

**Please note:** Students/payers who choose the credit card option to pay a student account will be charged a non-refundable, per transaction convenience fee of 2.75%\* by the third party vendor of the payment amount. Additionally, IU will not accept credit card payments for student account payments through the mail, in person, or over the phone.

#### ***In Person***

You can make payments in person during normal business hours by check or cash only. Starter and counter checks are not accepted. The Office of Student Accounts is located in Hawthorn Hall, Room 109. The office is open Monday and Thursday 8am-6pm, Tuesday, Wednesday and Friday, 8am-5pm.

#### ***U.S. Mail***

Checks, money orders or cashier's checks made payable to Indiana University. Starter and counter checks are not accepted. Please print student's university ID#, located on your bill/invoice, on memo portion of checks and money orders. Send PAYMENTS to address on account statement:

Questions related to payments options should be directed to the Office of Student Accounts at (219) 980-6622 or by email at [bursarnw@iun.edu](mailto:bursarnw@iun.edu).