



Billing Basics

Summer 2026

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Bursar, noun.

"treasurer of a college," 1580s, from Anglo-Latin burser "treasurer" (13c.), from Medieval Latin bursarius "purse-bearer," from bursa "bag, purse" — Online Etymology Dictionary

The administrative office responsible for managing student accounts, billing, and collections.

what are other
words for
bursar?

treasurer, cashier,
banker, paymaster, teller,
receiver, controller, clerk,
accountant



At BW, we refer to this as the

Cashier's Office

(or just "cashier")

Resources for Paying the Bill



Financial Aid

1. Federal Parent PLUS loan (credit check required)
2. Private Loan (credit check encouraged, may not be required)

Non-Financial Aid

1. Cash payment to BW
2. 529/college savings plan
3. Payment Plan

File the FAFSA Every Year

Studentaid.gov

- Federal FSA ID
- Select the correct year
- Read carefully and answer accurately



The screenshot shows the Federal Student Aid (FAFSA) website homepage. At the top, the logo for Federal Student Aid is visible, along with navigation icons for user profile, search, and a menu. The main content area has a dark blue background with white text. The primary heading is 'Complete the FAFSA® Form', followed by a subtext explaining that the form is free and used to apply for financial aid. To the right, there are two main sections: 'New to the FAFSA® Process?' with a 'Start Here' button, and 'Returning User?' with options to 'Correct info | Add a school' and 'View your Student Aid Report (SAR)', accompanied by a 'Log In' button. An illustration of three diverse students walking is positioned in the center. The bottom of the page features a white bar with 'FAFSA® Announcements' and a small owl icon.

Federal Student Aid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

Complete the FAFSA® Form

Use the *Free Application for Federal Student Aid* (FAFSA®) form to apply for financial aid for college or graduate school.

New to the FAFSA® Process?
Completing the FAFSA form is free. Fill it out now.

Start Here

Returning User?
Correct info | Add a school

View your *Student Aid Report* (SAR)

Log In

FAFSA® Announcements

The 2027-28 FAFSA (for Summer 2027, Fall 2027, and Spring 2028) will be available 10/1/2026 and will use 2025 taxes.

Billing and Payments

BW Billing Statement

- Published online only
- Fall 2026 statement available to view July 15
- Due Dates for 2026-27:
 - Fall 2026: Friday, August 14
 - Spring 2027: Friday, December 11
- Shows actual semester charges (*the financial aid offer shows estimates for year*)
- **Invoice notice only goes to the student. It's very important that your student provides access to the BW Payment Portal (bw.edu/pay)**

Access statements and payment options at bw.edu/pay

- Grant Authorized User access here (ie. parents) to view statements/account history, make a payment, or sign up for a payment plan

The Billing Statement

Statement Overview

- A. Actual Charges for Semester
- B. Posted Aid for the Semester
- C. Pending Aid for the Semester



Cashier's Office BHDPR
Baldwin Wallace University
275 Eastland Road
Berea, OH 44017-2088

Forwarding Service Requested

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STUDENT ID 0000000	STUDENT NAME NAME, STUDENT
TERM	PAYMENT DUE DATE 08/24/2018
PAY THIS AMOUNT \$3,184.00	PAYMENT AMOUNT ENCLOSED

Pay online with e-check or credit card at bursar.bw.edu.

STUDENT NAME
STREET ADDRESS
CITY, STATE 00000

BALDWIN WALLACE UNIVERSITY
275 EASTLAND RD
BEREA OH 44017-2005



Return above portion with your payment, or, pay online at bursar.bw.edu.

Student ID: 0000000 Student Name: NAME, STUDENT Pay This Amount: \$3,184.00				
DATE	ITEM DESCRIPTION	CHARGES	CREDITS	BALANCE
*****	Balance Forward *****			0.00
08/01/18	Registration - 2018FA	16,293.00		
08/01/18	Board - Double Room	2,759.00		
08/01/18	Meal Plan	2,882.00		
	Total New Charges	21,934.00		21,934.00
08/01/18	Dean's Scholarship		12,000.00	
08/01/18	BW Heritage Award		3,500.00	
	Total Credits		15,500.00	(15,500.00)
	Balance Before Anticipated Credits			6,434.00
	Anticipated Credits:			
2018FA	Federal Direct Subsidized		2,250.00	
2018FA	Federal Direct Unsubsidiz		1,000.00	
	Total Anticipated Credits		3,250.00	(3,250.00)
	Balance includes anticipated credits			3,184.00*

* If there is a balance due, a 5% A.P.R. finance charge (0.417% per month) will be added until the amount decreases to zero or below as a result of additional credit/payments received.



Cashier's: 440-826-2217
Fax: 440-826-3073
Financial Aid: 440-826-2108
Resident's: 440-826-2114
Email: cashier@bw.edu



Paying the Bill

- **Financial Aid**
 - Eligibility listed on Aid Offer in My Records
 - Shows as pending until disbursed (check My Records)
- **Pay online in the BW Payment Portal**
 - Card payments (debit/credit): 2.95% fee
 - Electronic check: no fee
- **Semester Payment Plans (each semester, fee: \$35)**
 - 4 payment plan – 1st of each month (August – November)
 - 5 payment plan – 1st of each month (August – December)
- **529s & other college savings plans**
 - Contact them early and request funds sent to BW, payments sent by check, please include student name/ID#

(EFT for college savings plans not available at this time)

Refunds & Tax Forms

Refunds

- Funds received beyond BW charges will be auto-refunded
 - All aid including work study
 - Setup banking information in the BW Payment Portal (bw.edu/pay) for direct deposit refunds
 - Any non-federal funds will be applied to any previous balance before being refunded
- Federal PLUS loan refunds may be sent to the borrower (parent) if requested when applying for the loan

Tax Forms

- 1098-T & 1098-E tax forms will be available electronically in My Records by January 31
- Students will receive an email notification from Bursar's Office when available

Things to Remember

- **Check your BW email and My Records regularly**
 - Requirements/action items
 - Changes to your account, important information, notices
- Changes in housing, enrollment, academic performance, etc. can impact your billing and financial aid
- We encourage you to set up an "eRefund" preference in the Payment Portal
 - Faster, more secure, students and families may change addresses
- Bills are only available online (Payment Portal)
 - Can be saved as PDFs or printed via self service for 529, employer, or scholarship purposes
- Students **must** add their parent(s) as an authorized user in Payment Portal (bw.edu/pay) for parents to access account and view/pay invoices themselves



Questions?

Financial Aid Questions? finaid@bw.edu
Billing Questions? cashier@bw.edu