



## Bursar / New Student Checklist

- Review tuition and fee deadlines on the [UAF Academic Calendar](#)
  - IMPORTANT:** Fall 2024 payment deadline is September 6th at 11:59pm. Payments in-person must be made before 5pm.
  - IMPORTANT:** Pay your tuition in full or [enroll in a payment plan](#) by September 6th to prevent being dropped from your courses for non-payment.
  
- FERPA Authorizations**—Complete [FERPA Release authorization form](#) to allow designated individuals access to your educational and financial records if requested (optional)
  
- Verify access to UA-generated email address
  - Email ends in [@alaska.edu](#)
  - All official correspondence from UAF will go to [@alaska.edu](#) email accounts
  - If you are having trouble with your email, contact Nanook Technology Services at (907) 450—8300 for assistance

### Tuition Payments and Payment Plans

- Pay tuition in-person using either cash or check **OR** pay on UAOnline with debit/credit/webcheck
- Log into [UAOnline](#) to enroll in a payment plan if needed
- Setup [Direct Deposit](#) in UAOnline for refunds. Review [Refund Processing](#) for more information on refunds
- Review [OnDemand Bills / Payment Statement](#) in UAOnline for detailed bill statements, payment plans, deadlines, and other various information regarding your account
- Assign Authorized Users to your account for billing inquiries and payments through UAOnline (optional)
- Ensure authorized users understand their access rights

### UAF PolarExpress ID Card

- Fill out [PolarExpress Card Request](#) form
- Review [UAF ID Cards](#) webpage for more information regarding card use, adding Bear Bucks for on-campus purchases, and Munch Money for meal plans
- Pickup UAF ID card from Bursar's Office

### Campus Parking

- Purchase decal online through the [Parking Portal](#) or at the Bursar's Office in-person
- Review the [Parking Services](#) webpage for more information regarding decals, fees, and parking on campus

## Important Reminders

- \* Regularly check your account statements for any updates or discrepancies.
  - \* Address any outstanding balances promptly.
  - \* Periodically review and update authorized users as needed.
  - \* Renew parking decals each semester or academic year as required.