Bursar / New Student Checklist

☐ Review tuition and fee deadlines on the UAF Academic Calendar

  IMPORTANT: Spring 2025 **payment deadline is** January 24th **at 11:59pm**. Payments in-person must be made before 5pm.

  IMPORTANT: Pay your tuition in full or enroll in a payment plan by January 24th 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.