



FLORIDA  
ATLANTIC  
UNIVERSITY

**Controller's Office**  
**Division of Financial Affairs**  
**777 Glades Road**  
**Boca Raton, FL 33431**  
**Tel: 561-297-6101**  
**Fax: 561-297-0683**  
**www.fau.edu**

#### Payment Options

- Online by using your MasterCard, American Express or Discover Card. Using the online system, the third vendor will process your payment and apply it to your student account with a non –refundable fee of 2.60%
- Online by using your personal checking/savings account without a non-refundable fee.
- By check or money order mailed to Florida Atlantic University. The postmark of your payment will be used to determine the timeliness of the payment, make sure Z# is on the check or money order.
- By check or money order dropped into the drop box located at the Cashier's Office in the student Services Building SU-80 on the Boca Raton campus.

#### View Statements and Online Payment Instructions

1. Go to [www.fau.edu](http://www.fau.edu)
2. Select the Current Students tab
3. Select MyFAU Login
4. Select FAU Self Service (on the left side of the webpage)
5. Select Student Services
6. Select Student Account
7. Select Account Detail for Term (select the applicable term)
8. Select Pay Your Bill or Review Your Statement
9. Select Make a Payment (you will be able to change the amount on a later screen)
10. Select Make a Payment again
11. Select Payment by clicking inside of the bubble. For partial payment you can change the amount in the box next to the bubble selected.
12. Select continue.
13. Select payment method from the drop down menu to pay by credit card or electronic check.
14. Follow Instructions for the payment method chosen.



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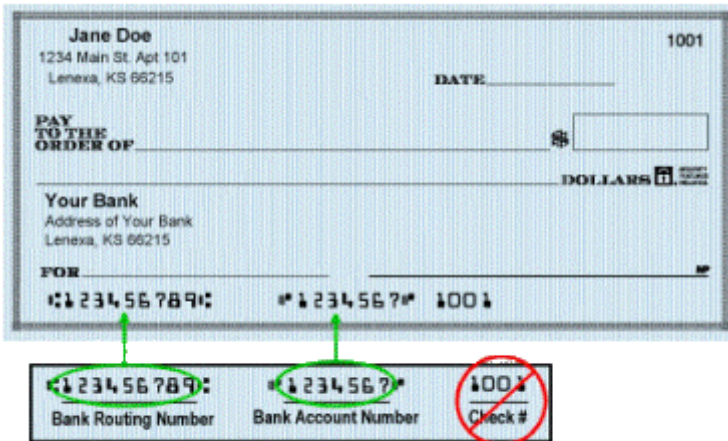
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If you choose to pay your balance online using a checking or savings account, please follow these instructions:

1. Re-enter the account number in reverse order when asked to confirm the account number. If you do not re-enter in reverse order you will get an error message
2. Use a bank statement or check to locate the account number and include all account number digits from the statement or check, including leading zeroes.
3. Do not use a debit card number as the account number -this will result in returned payments and added fees.
4. The Bank Routing Number must be the ACH routing number and is usually found on the bottom of a check.
5. Do not use a Bank Routing Number from a deposit slip, this is usually not a correct routing number for ACH transactions.

Payments returned for any reason, including invalid account numbers will be charged a returned check fee with **NO EXCEPTIONS.**

The example below illustrates how to locate your account number:



The MICR line configuration on the bottom of your checks should match the example shown here. The Routing Number **ALWAYS** comes first, is 9 digits exactly and starts with 0, 1, 2, or 3. When entering your account number, do not enter your check number in the account number field, be sure to include all leading zero's (**IF ANY**) and omit any special characters or spaces. Your account number may be shorter or longer than this example.

Should you have any questions when making a payment, please email [webcontroller@fau.edu](mailto:webcontroller@fau.edu) or call 561-297-6101.