



NIU Bursar Checklist

Be financially prepared for your spring 2026 semester by completing this checklist:

☒ **Review your student account on MyNIU to view your amount due.**

- First spring 2026 bill will be available **Feb. 2**.
- Generally, your account with **financial aid is based on a full-time enrollment** unless you have requested a part-time award or have a history of attending part time. Contact our Financial Aid and Scholarship Office, 753-1395, for more information.

☒ **Know when tuition and fees are due.**

- Payments are due the **28th of each month** in which a billing statement has been produced. To view statement and due dates, see go.niu.edu/bill.
- First payment will be due **Feb. 28**.
- For information regarding our withdrawal policy due to physical or financial hardship, please visit niu.edu/withdrawals.

☒ **Understand types of payments and payment options.**

- Accepted payments: online credit card, electronic check and mailed check.
- Our **Huskie Installment Plan (HIP)** is a payment option creating installments you can pay **over three or four months**. First spring 2026 bill will be available **Jan. 7**. First payment will be due **Jan. 28**. For more information and to sign up, visit go.niu.edu/hip.

☒ **Set up Shared Access for your parent or guardian.**

- To provide MyNIU access for your parent(s), guardian or a third party to view your charges and payments online, statements, financial aid, 1098-T tax information, etc., as well as receive billing notifications via email, visit go.niu.edu/shared-access.
- You can share your information with up to two delegates.
- Delegates can view your account statements and other shared information; visit go.niu.edu/bursarchecklist for our how-to guide.

☒ **Complete your Title IV authorization.**

- Consenting to Title IV authorizes NIU to apply Title IV federal aid such as Pell, SEOG and Direct Loans toward allowable charges (e.g., student insurance, parking permit, child care and graduation fee) for the current financial aid year. For more information, visit go.niu.edu/bursarchecklist.

☒ **Review your financial aid and To-Do list (if applicable).**

- Review our Financial Aid process to confirm that you've completed the necessary steps to receive aid for the year.
- Check your student campus Z-ID email often as well as your MyNIU To-Do list for important communications and required actions.
 - Student email: go.niu.edu/outlook
 - MyNIU: <https://myniu.niu.edu>

☒ **Sign up for direct deposit.**

- If you're expecting a refund from a credit balance, you'll receive your refund faster via direct deposit instead of waiting for a printed check to be mailed to your local or permanent address. Visit go.niu.edu/direct.
- Direct deposit offers a timely, reliable and safe way to deliver your refund to your checking or savings account.

☒ **Waive your health insurance by Feb. 28 (if applicable).**

- Visit go.niu.edu/shi for requirements and instructions on opting out of our student health insurance for the year.

☒ **Do you have your OneCard ID?**

- Can't locate it or have never had one? Your OneCard is your key to accessing all functions on campus such as residence halls, dining services, textbooks and printing. To request a new OneCard or a replacement, send an email to onecard@niu.edu or visit our OneCard Office in Founders Memorial Library, Room 104.

☒ **Access textbooks and important book charge dates.**

- **Spring book charge dates: Dec. 15, 2025 to Jan. 23, 2026.**
- All enrolled financial aid recipients are eligible to charge books and supplies to their bursar account during the book charge period each term.
- View how to purchase and receive books: niu.edu/onecard/about/book-charge.shtml. Important: You must have your OneCard ID to purchase books.

☒ **Deposit Huskie Bucks to your OneCard.**

- Huskie Bucks allow you the ease of paying for various services around campus including **printing and purchasing** food at designated locations on and off our DeKalb NIU Campus. Huskie Bucks can be used through the **GrubHub app** to purchase food at on- and off-campus locations. Learn more about Huskie Bucks at go.niu.edu/hb-deposit.
- If you're living in a residence hall for spring 2026, you have the option to deposit \$150 in Huskie Bucks on your OneCard by charging it to your Bursar Student Account. If you're receiving financial aid, the Residential Huskie Bucks charge may be covered by some or all of your aid. Learn more about Residential Huskie Bucks at go.niu.edu/hb.

☒ **Schedule an appointment with an account counselor if you need financial assistance. See go.niu.edu/meetwithbursar.**

For more details and how-to guides on checklist items, visit niu.edu/bursar.



Disponible en español.