




# LINDENWOOD UNIVERSITY

## BURSAR'S OFFICE CHECKLIST

 [lindenwood.edu/bursar/](https://lindenwood.edu/bursar/)  (636) 949-4650  [bursarsoffice@lindenwood.edu](mailto:bursarsoffice@lindenwood.edu)

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### We'd like to help you understand your payment and refund options, but first have you:

- Completed your FAFSA and reviewed your award letter from Student Financial Services?
  - Explored any other financial aid options? <https://www.lindenwood.edu/admissions/student-financial-services/loan-resources/>
  - Reached out to your Student Financial Services representative for any guidance and assistance?  
<https://www.lindenwood.edu/admissions/student-financial-services/find-your-financial-counselor/>
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### Making a payment for your balance due

- In-person payments can be made in the Spellmann Center or the Bursar's Office.
  - Online payments can be made with credit card, debit card or echeck (ACH) through the student portal; <https://sportal.lindenwood.edu/> under the "My Billing Statement" tab. Make sure you select the correct term for payment. Convenience fees are applied by our bank for credit and debit card payment.
  - Checks or money orders can be mailed to:  
**Lindenwood University**  
Attn: Bursar's Office  
209 S. Kingshighway  
St. Charles, MO 63301  
\*Please include the Student Name and ID Number when mailing payment.
  - International payments can be made through Flywire. Information can be found here:  
<https://www.lindenwood.edu/bursar/flywire-international-payments/>
  - Employer reimbursement is offered at Lindenwood University. For more information on that option, please see our payment page, <https://www.lindenwood.edu/bursar/payment-information/>.
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### Set up an Optional Payment Plan

- Enrollment is easy once you log into your Lindenwood account: <https://sportal.lindenwood.edu/>.
  - Follow these links in order:
    1. My Billing Statement
    2. Make payment or set up plan
    3. View payment plan options
    4. Follow the instructions to complete the enrollment
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### Student Refunds

- Lindenwood University delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.  
<https://bankmobiledisbursements.com/refundchoices/>
  - New students receive communication from BankMobile Disbursements via mail upon enrollment. If you did not receive communication from BankMobile Disbursements please e-mail [studentrefunds@lindenwood.edu](mailto:studentrefunds@lindenwood.edu).
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