4 Things You Need To Know About Your Bursar Account

1. Check your Rollins email account on a regular basis (no less than once a month).
2. Check your bursar balance through QuikPAY regularly (no less than once a month).
3. Sign your parents up as an authorized payer so they can see and pay your bill.
4. Sign up for direct deposit to receive your refunds faster.

ACCESS YOUR BURSAR ACCOUNT THROUGH QUIKPAY

- Log into Foxlink
- Click on the “Billing and Financial Aid” tab
- Click on “QuikPAY Online Billing & Payment System”
- Click on “Account Status” to view most current “Up to the Moment” activity
- Click on “Current Statement” to view your most recent bill
- Click on “Statement History” to view all previous statements
- Click “Make Payment” to pay your bill with E-check or Credit Card (Note: Credit Card Payments are subject to a 2.75% service charge. E-Checks are free and require a 10-business day grace period for processing)
- Click “Select Current Term”
- Enter amount you wish to pay
- Enter payment method
- Complete payment transaction by completing payment

SET UP AN AUTHORIZED PAYER ACCOUNT

- Log into Foxlink
- Click on the “Billing and Financial Aid” tab
- Click on “QuikPAY Online Billing & Payment System”
- Click on “Authorize Payers”
- Click “Add New”
- Enter email address and assign a password.
  The Authorized Payer will receive a confirmation email containing a link to QuikPAY.
  The student will need to send the password they assigned to the Authorized Payer.
  Each month when a bill is processed, the student and Authorized Payer will receive an email notification.

SIGN UP FOR DIRECT DEPOSIT

- Log into Foxlink and click on “Billing and Financial Aid” tab.
- Click on “Bursar’s Forms”
- Click on “Direct Deposit Information” link to access the form and complete online

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