

Advance Deposit Payment Instructions: e-Check

E-check is a fast and convenient method for paying your advance deposit. Navigate to bursar.duke.edu, and click the “Make an e-Check Payment” link.

The screenshot shows the Duke University Bursar Financial Services homepage. At the top left is the Duke logo with 'Financial Services BURSAR' text. At the top right are 'LOG IN' and 'FINANCIAL SERVICES HOME' links, along with a search bar. A left-hand navigation menu lists various services like 'Tuition & Fees', 'Student Account Bills', and 'Making Payments'. The main content area features a 'Billing Schedule' section with text about bill availability and a 'Payment Resources' section with a list of links. The 'Make an e-Check Payment' link is highlighted in yellow.

Clicking the link leads to a screen where you will enter your Student ID that is found on your decision letter and your last name.

The screenshot shows the 'Make a Student Account E-check Payment' form. It has a dark blue header with the Duke logo and 'FINANCIAL SERVICES BURSAR' text. The main heading is 'Make a Student Account E-check Payment'. Below the heading is a welcome message and a prompt to identify the student account. The form contains three input fields: 'Student ID' (with the value '0000000'), 'Student Unique ID' (with the placeholder 'Enter Unique id here...'), and 'Student Last Name' (with the placeholder 'Student Last Name'). There is a blue 'Submit' button at the bottom left.

A correct ID/name combination will bring you to a screen that allows an amount to be entered, and a selection of “Student Account Payment” or “Nonrefundable Advance Deposit”. Please enter the required amount for your program, which is found on your decision letter and select “**Nonrefundable**”

Advance Deposit". You will then be able to select your admit term from a list provided.

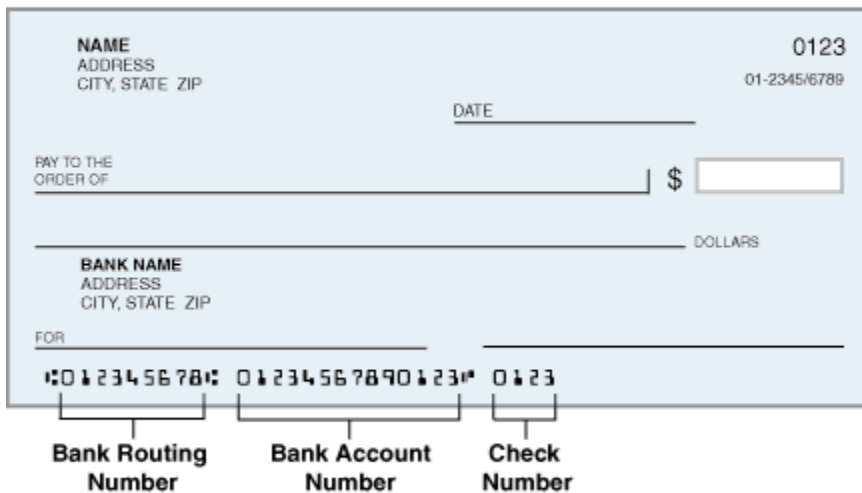
***If you are an existing Duke student please click the link found in the 'bills' section of DukeHub, select the Advance Deposit and corresponding term of admit.**

The screenshot shows the Duke University Bursar's Office e-check payment interface. At the top, the Duke logo and 'FINANCIAL SERVICES' are on the left, and 'BURSAR' is on the right. Below the header, there is a note: 'To make an e-check payment for the account of _____, please enter the payment amount and click "submit" to continue the payment process. Note: E-check payments returned for non-sufficient funds are subject to a \$25.00 Duke University returned check charge in addition to any penalties assessed by your financial institution. (Students - you may view your recent bills and up-to-date account activity by visiting DukeHub.)' Below the note, there is a section for 'Amount' with a text input field containing '0.00'. There are two radio button options: 'Student Account Payment' (unselected) and 'Nonrefundable Advance Deposit' (selected). The 'Nonrefundable Advance Deposit' option has a dropdown menu labeled 'Select Admit Term'. A blue 'Submit' button is located below the options. At the bottom of the form, the contact information for the Duke University Bursar's Office is provided: '(919)684-3531' and 'bursar@duke.edu'.

Please proceed to fill in your billing and payment information including the routing and account number, which can be found at the bottom of your check. (see example below)

Check Information

The bank account number, routing number, and check number are printed on the bottom of your check as shown.



Note: On some checks, the check number is printed in front of the account number.

Billing Information

* Required field

First Name *

Last Name *

Address *

City *

Country *

State/Province

Zip/Postal Code *

Email *

Your Order

Total amount **\$100.00**

Payment Details

Routing Number *

Account Number *

Account Type *

Confirm your payment information, or go back and make any needed corrections.

Duke FINANCIAL SERVICES
BURSAR

Review your Order

Billing Address Edit Address

Duke Student
324 Blackwell ST
Durham
North Carolina
27701
United States of America

Payment Details Edit Details

Routing Number: XXXXX0000
Account Number: XXXX
Account Type: Checking

Your Order Cancel Order

Total amount: \$100.00

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Back Pay

You will receive a confirmation on screen, as well as a receipt via email.

Duke FINANCIAL SERVICES
BURSAR

TEST

10000 -4

Dear Duke,

Your e-check payment to Duke University for **Duke Student s** in the amount of \$100.00 has been successfully submitted and posted to student account **00000000**

Please note:

- An e-check is processed in a manner similar to a paper check. It may take several days to clear your bank account.
- If the payment is returned for NSF or for incorrect data, the payment will be reversed from the student account.
- Any existing registration holds may be removed if the payment satisfies a past due balance.
- If a valid email address was submitted, an email receipt of this transaction will be sent to that address.

Thank you for using the Duke University Student Account e-check website. Please print this page for your records.

Your advance deposit has successfully been processed and your matriculation procedure has begun. The Student Services office will be in touch with you over the next couple of weeks to begin the next steps of your admission process.