UTHealth® Houston

Bursar Office

Bursar Office

- Assess and Collect Tuition and Fees
- Assist students with their accounts
- Installment Plans
- Provide Payment Due Dates
- Set up Sponsorships
- Process Refunds
- Provide 1098T Forms

How to pay Tuition

- **MyUTH Account:** E-Check or Credit Card *(MyUTH is available 7 days a week except during the maintenance window on Saturdays from 7pm to 8am on Sundays)*.
- **Credit Card Usage Fees:** There is a 2.5% credit card usage fee. E-Checks are Free.
- **Bursar Office:** Check or Cash
- **Wire Transfer:** Contact the Bursar Office for wire instructions
- **Sponsored Students:** Make sure your sponsor turns in the sponsorship form 2 weeks prior to the 1st payment due date. If you are in the Military or are using Veteran's benefits contact the Military/VA Coordinator Winston Matranga at (713) 500-3351. Late fees are the responsibility of the student.
- **Enrollment Cancellation:** Students must pay 50% of tuition and fees by the 12th day of the term for Fall/Spring and by the 4th day of the session for summer. Students who are dropped for non-payment and appeal to be reinstated will be assessed a $225 reinstatement fee.

Installment Plan

(Does Not apply to MD or DDS students)

1st Payment 50% of Tuition and Fees plus any non-installable fees

(Examples of Non Installable fees: Insurance, Graduation, Exam, Late, Installment, and Student Records Fees)

2nd Payment 25%

3rd Payment 25%

- Students need to sign a promissory note each semester via MyUTH to utilize the installment plan. You must sign up after you register for class, but before student financial aid is disbursed. If financial aid has already been disbursed to your account you will need to contact the Bursar Office to sign a promissory note and be manually placed on the plan.
- A Non-Refundable $25 Fee is assessed for electing to be placed on an installment plan.
- Late Fees are $50, payments are due by midnight on the payment due date.

Installment Plan

(DDS and MD Students)

2 Part Plan – Available via MyUTH

1st Payment 50% of Tuition and Fees plus any non-installable fees

(Examples of Non Installable fees: Insurance, Graduation, Late, and Installment Fees)

2nd Payment 50%

4 Part Plan- Contact the Bursars Office to enroll

(4 payments of 25%) Only available if you are not on Financial Aid.

- Sign up for the installment plan after you register for class, but before student financial aid is disbursed. A Non-Refundable $25 Fee is assessed for electing to be placed on an installment plan.
- Late Fees are $50, payments are due by midnight on the payment due date.

Payment Due Dates

Due dates are available via your MyUTH account. Under the Financial Accounts Tab click on the Charges Due link. Due dates are also listed on the Registrar's web site on the Academic Calendar. The Bursar's office does not mail out Bills for Tuition Fees.

Due Dates can also be found on the Bursar Office Web site.

https://www.uth.edu/bursars/payment-due-dates

Check Your Campus E-mail! We send payment reminders.

Refunds

We will process refunds for Student Financial Aid the same day as they are disbursed. It can take 3-4 business days for the refund to post to your bank if you are on direct deposit.

Refunds will be sent to your home address unless you are on direct deposit. If you do not have a home address on file the permanent address will be used.

If you are receiving financial aid you will need to <u>opt in for your aid to pay ancillary fees</u>. (Audit Fees, Installment Plan Fee, Late Payment Fees, and Late Registration Fees.) If you do not opt in refunds will be processed without these fees being paid leaving them past due.

Withdrawal refund Policy can be found on the Bursar's Web site under the tuition and fee schedule. It is based upon full payment. Not all fees are refundable.

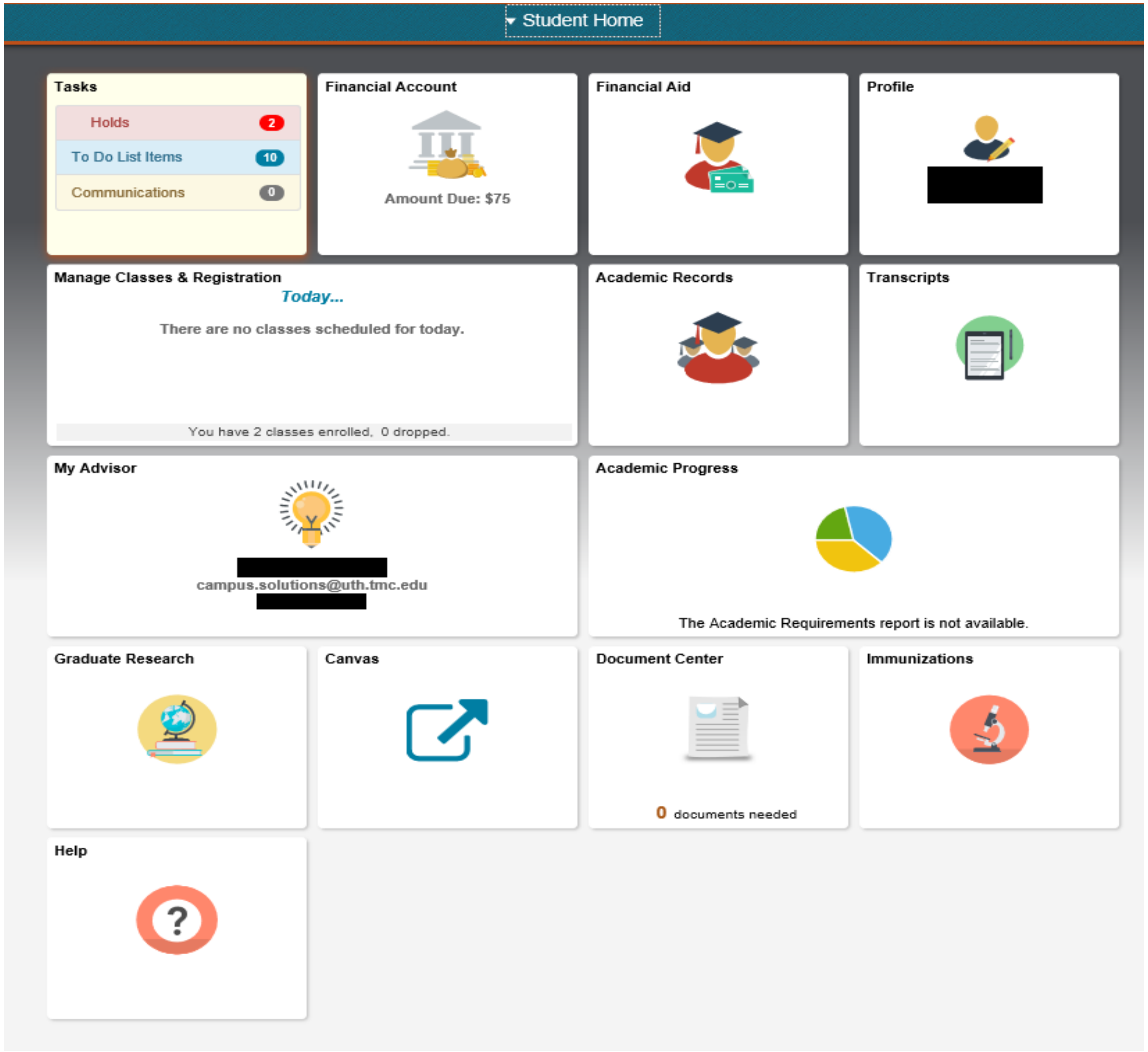
Hope & Lifetime Learning Credit (IRS 1098T Form)

- 1098T forms are used to receive a tax credit for tuition and eligible fees paid for students who file income taxes in the Untied States.
- Students can grant consent to receive the 1098T form via their online account. You will have an Activity Guide on your Tasks list if you have not granted consent. You only have to grant consent once.
- 1098T Forms for the current Calendar Year will be available via your MyUTH by January 30th of following year. If you do not have a form on MyUTH contact the Bursar's office immediately. After the school files with the IRS at the end of March we cannot create new 1098 forms.
- 1098T Tuition and Fees are calculated on payments made by the student between January 1st and December 31st.
- Payments for insurance, medical expenses/health fees, student service fees, transportation fees, installment fees, late fees, transcripts, and sponsor payments do not qualify for 1098T reporting.
- Make sure you have a SSN on file if you file taxes in the United States. You will have an Activity Guide on your Tasks list if you have not provided your SSN.

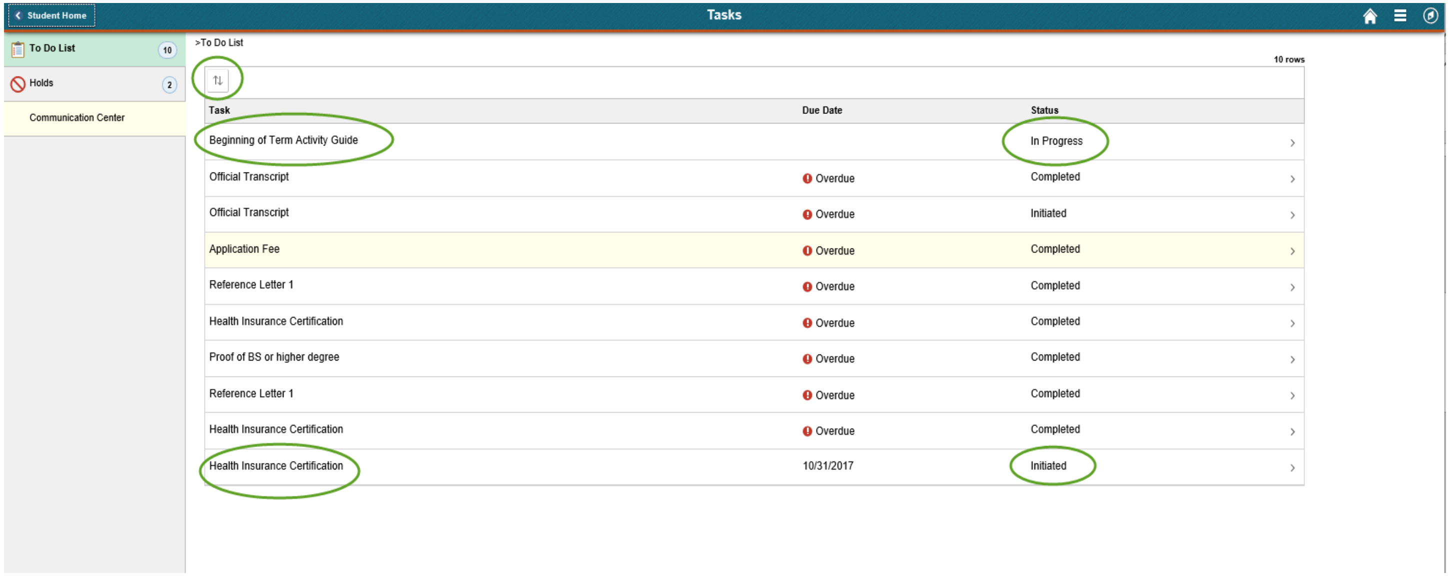
Insurance

- Each Semester a Health Insurance Certification must be completed before a student can register for classes .
- To Complete the certification go to your MyUTH account click on “To do list Items” on the Tasks Tile. The Health Insurance Certification will be listed as a Task each term.
- Completing the Certification will remove the Health Insurance hold.
- After completing the certification, if you have your own insurance and wish to waive student insurance, another hold called Health Insurance Waiver will be applied to your account. This hold will have a link to submit a waiver request to Academic HealthPlans.
- For Insurance Questions contact Auxiliary Enterprises at (713) 500-8400 or student-insurance@uth.tmc.edu

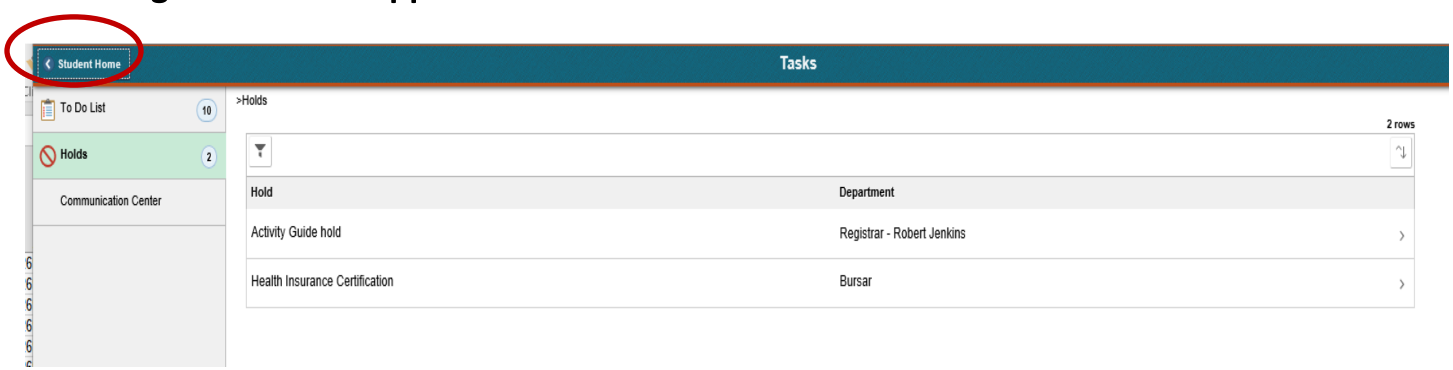
MyUTH Quick Tour



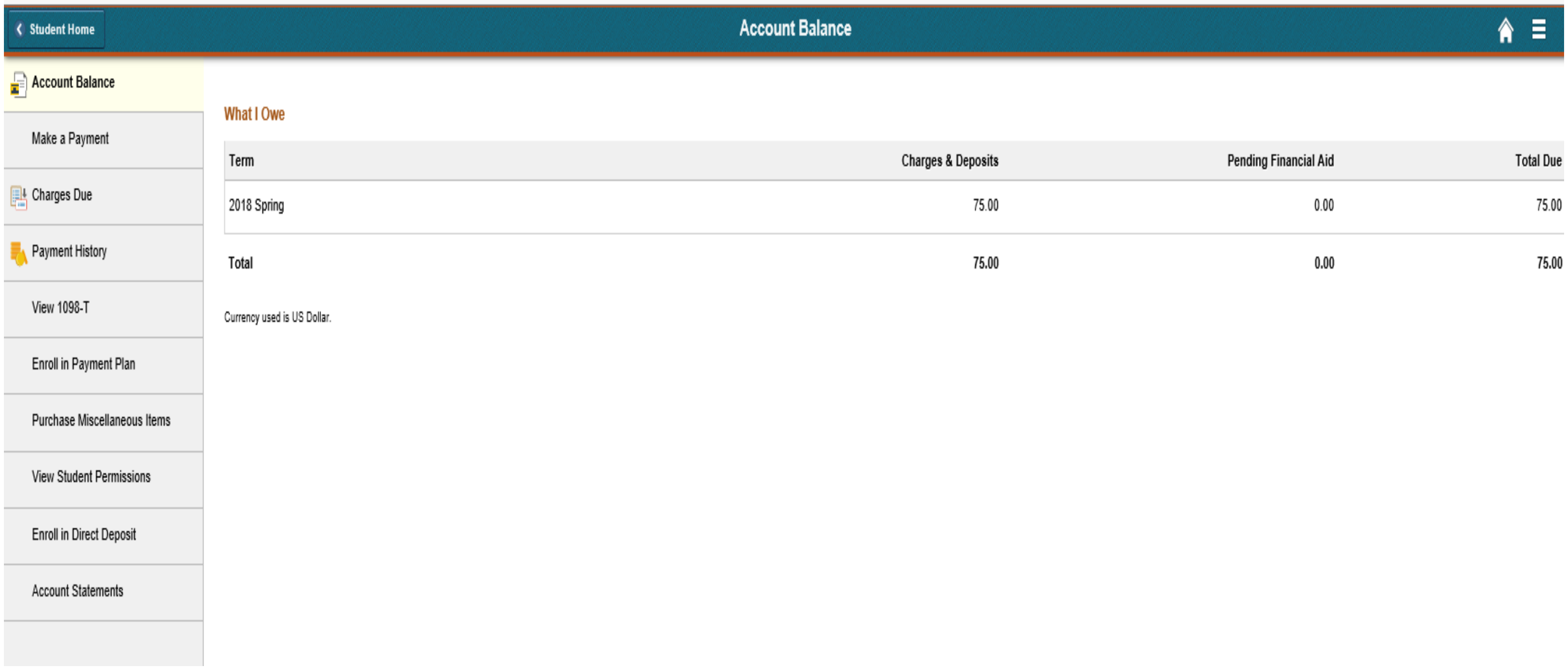
The Tasks tile contains the "To Do List" and Holds. By clicking on the "To Do List you will see a list of items that need to be completed. Each Term you will have a Beginning of Term Activity Guide and Health Insurance Certification Checklist that must be completed in order to register for classes.



Completing the Check Lists will remove the holds. To Navigate back to the Student Home Page click in the upper left hand corner.

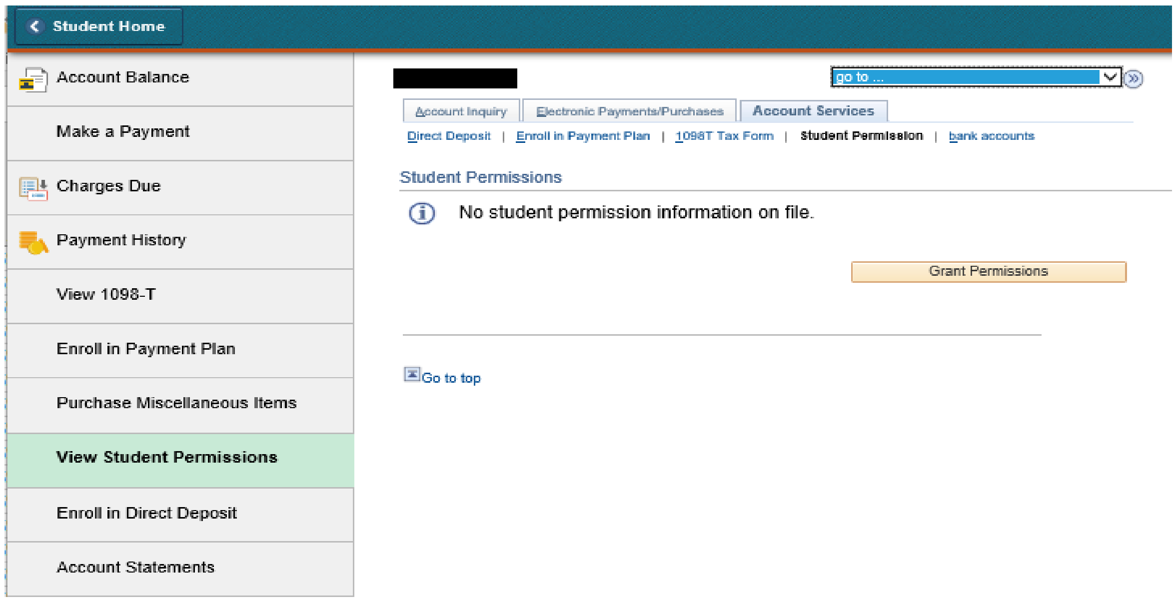


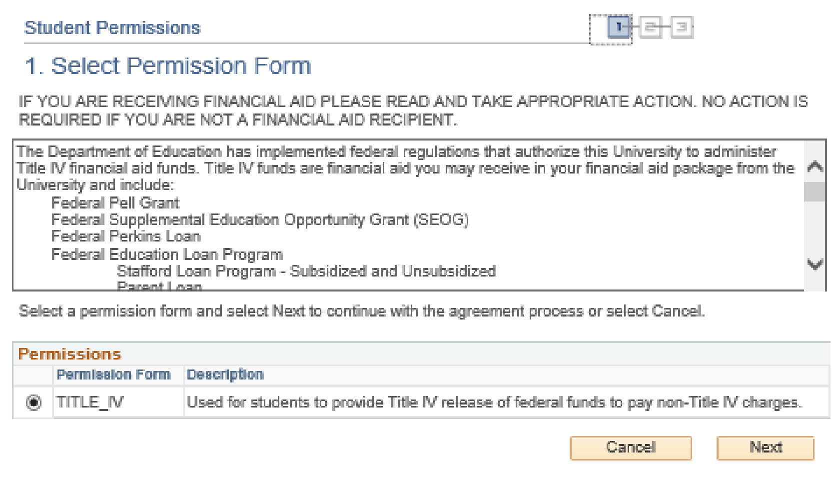
When you click on the Financial Account tile you will see a menu on the left hand side of the screen. This allows you to navigate to the different areas of you financial account.

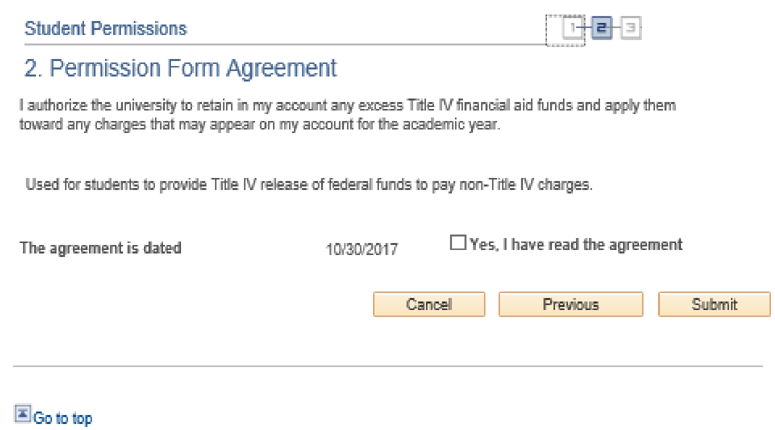


Account Balance – Shows the remaining balance on the students account.
Make A Payment – Gives you the option to pay by E-Check or Credit Card
Charges Due – Shows all charges due on the account and the due dates
Payment History – Shows all payments that have been applied
1098T – Allows students to Opt In to receive 1098T tax forms on line and view or print the form.
Enroll in Payment Plan – Students can enroll in an installment plan. (Students must enroll each term)
Purchase Merchandise Items – This link is not used at this time.
View Student Permissions – Students can Grant permission for Financial Aid to pay all Ancillary charges.
Enroll in Direct Deposit – Students can enter their Bank information and enroll in Direct Deposit.
Account Statements – Student Account statements are available for each term they are enrolled.

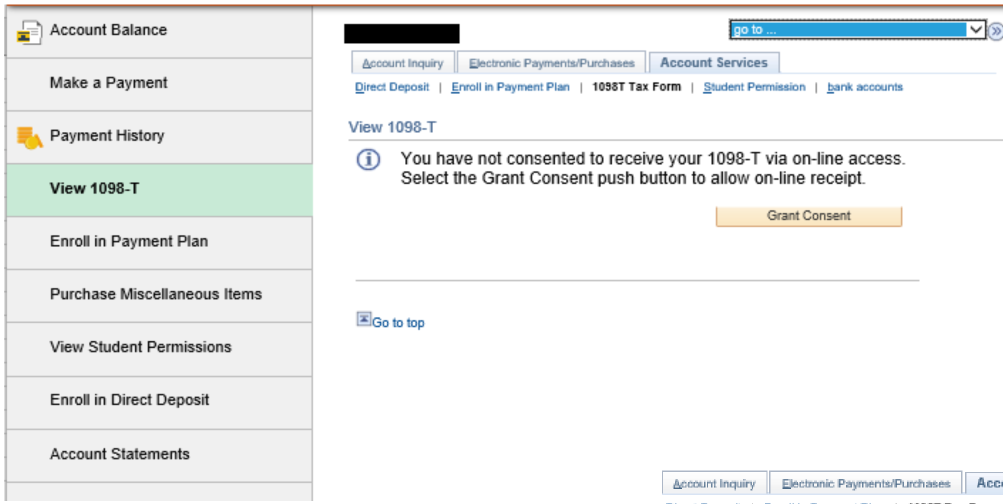
You must Grant Permission for your Student Financial Aid to pay Ancillary Charges.

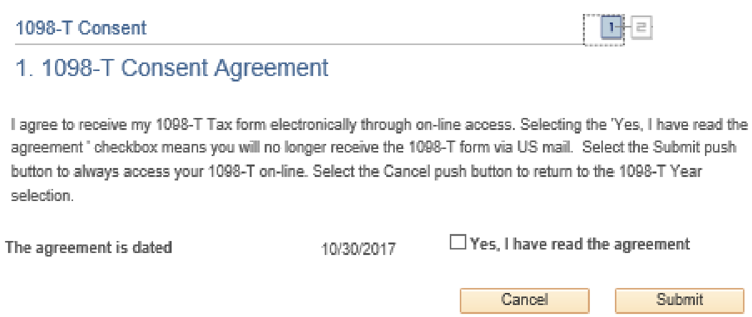


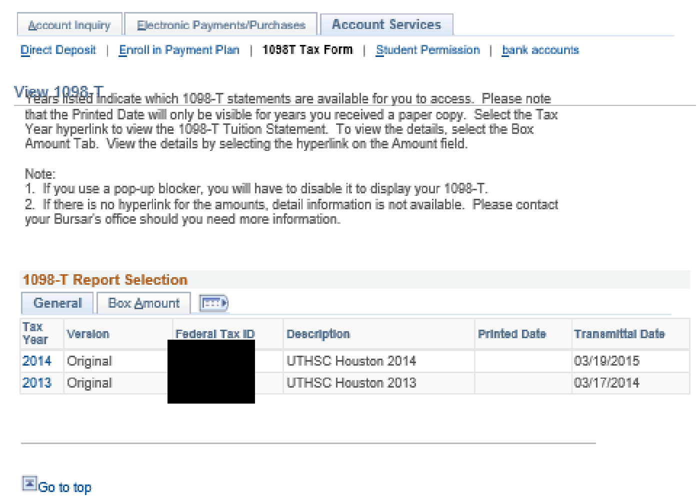




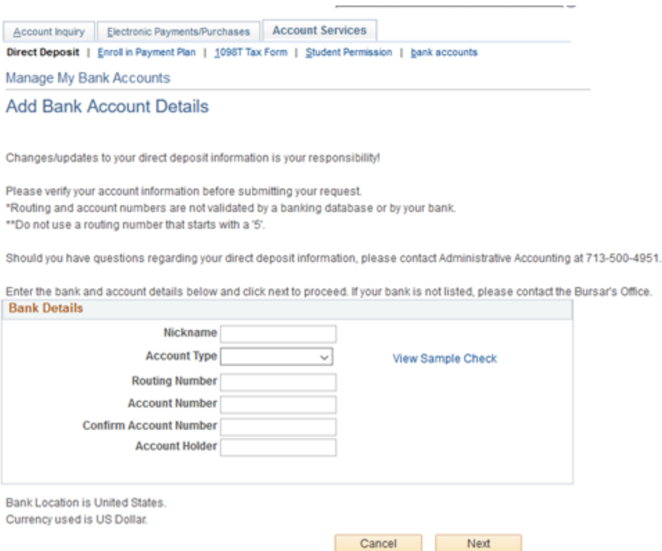
Students must grant consent to receive their 1098T tax form on line. Once consent is granted the student will be able to view and print tax forms from their MyUTH or Alumni account. The forms are available in January for the prior tax year.

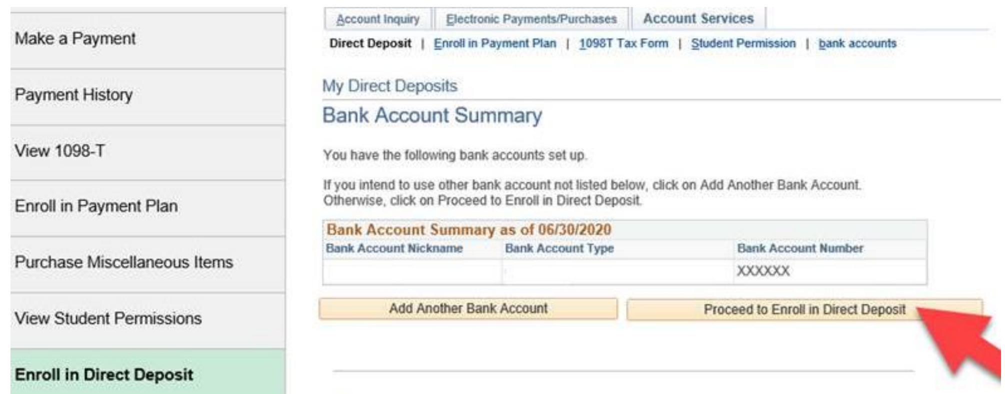


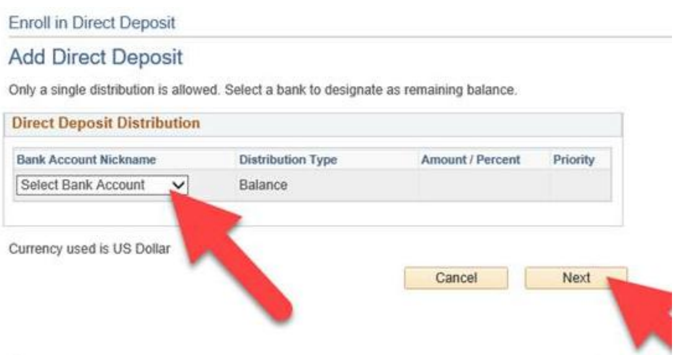


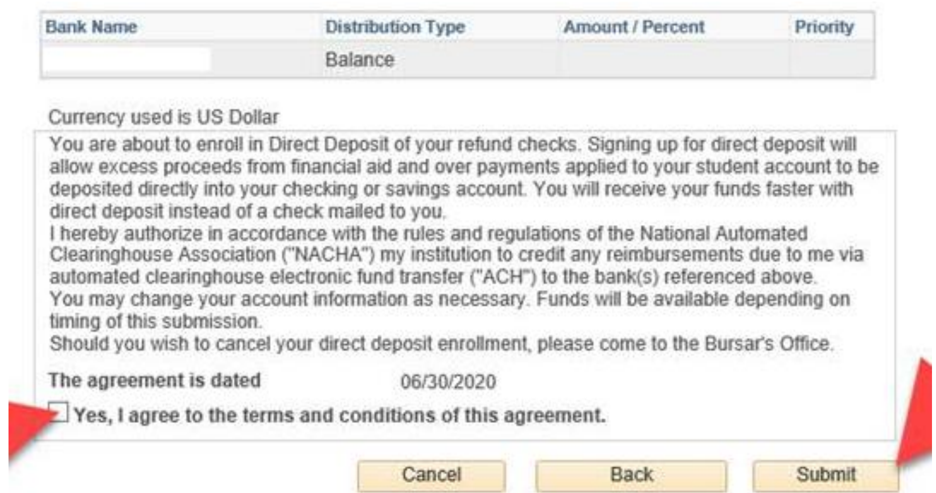


Direct deposit allows your to have refunds deposited into your checking/savings account. Enrolling in Direct Deposit is a 2 step process. Click on the “Enroll in Direct Deposit” and enter your bank information. Then click on the Proceed to Enroll in Direct Deposit and select the bank, then complete and submit the enrollment agreement.

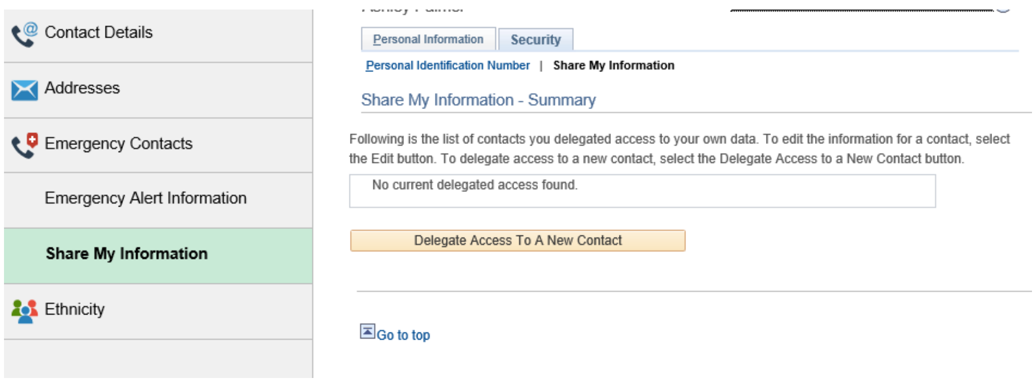


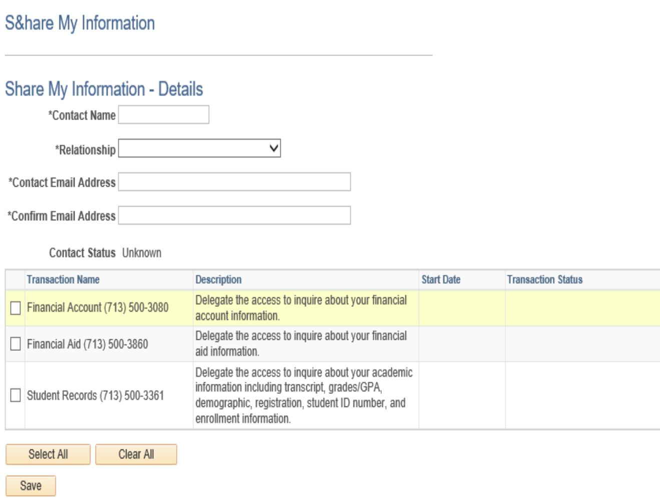






To **share your account information** with others you must give them Delegated Access.
On the Student Home Page Click on the Profile Tile. Then select Share My Information and Select "Delegated Access To a New Contact." Accept the Agreement then complete the Share My Information – Details. Select the transactions that you which to share. (Financial Account, Financial Aid, Student Records) Make sure the Person you have delegated keeps the Security Key they will receive via e-mail. Staff will ask for the Security Key before releasing any information regarding the your account.





S&hare My Information

Share My Information - Details

*Contact Name

*Relationship

*Contact Email Address

*Confirm Email Address

Contact Status Unknown

Transaction Name	Description	Start Date	Transaction Status
Financial Account (713) 500-3080	Delegate the access to inquire about your financial account information.		
Financial Aid (713) 500-3860	Delegate the access to inquire about your financial aid information.		
Student Records (713) 500-3361	Delegate the access to inquire about your academic information including transcript, grades/GPA, demographic, registration, student ID number, and enrollment information.		

Select All Clear All

Save

From: Campus Delivery Team, GM
Sent: Thursday, May 3, 2018 11:20 AM
To: Langgard, Sue <Sue.Langgard@uth.tmc.edu>
Subject: Access to Jane Doe's school data has been granted to you

Dear Sue Langgard,

You have been granted access to Jane Doe's data. You will be able to contact UTHSC for information about Ashley's:

- Financial Account (713) 500-3080 - Financial Aid (713) 500-3860 - Student Records (713) 500-3361

Instructions:

When contacting UTHealth staff via phone or in person, please provide the following **Security Key: G6fKdiK**.

This is an auto generated email; the box is not monitored. Do not reply to this message.

Other To Do's

- MyUTH Profile tile– make sure to keep your home address and contact information current.
- Make sure your Social Security Number is on your MyUTH account. The IRS can fine students who file 1098T's that are missing the social security or tax ID number.
- Check your campus e-mail often! This is our main way of communicating with you. We do not use personal e-mail addresses.
- Sign up for Direct Deposit. If you change bank accounts be sure to update your direct deposit via MyUTH.
- Opt in to receive your 1098T from on line.
- Each Term complete your checklists.
- Grant Permission for Financial Aid to pay all fees.
- If you are using the Installment Plan you must enroll each term.

Bursar Contact Information

Address: 7000 Fannin Street UCT 2240 Houston, TX 77030

Telephone: (713) 500-3088

Fax: (713) 500-3303

E-Mail Address: Bursar@uth.tmc.edu

Office Hours 8:00 am to 5:00 pm M-F