



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 opt in for your aid to pay ancillary fees. (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 United 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

Student Home

Tasks

Holds2

To Do List Items10

Communications0

Financial Account



Amount Due: \$75

Financial Aid



Profile



Manage Classes & Registration

Today...

There are no classes scheduled for today.

You have 2 classes enrolled, 0 dropped.

Academic Records



Transcripts



My Advisor



campus.solutions@uth.tmc.edu

Academic Progress



The Academic Requirements report is not available.

Graduate Research



Canvas



Document Center



0 documents needed

Immunizations



Help



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.

Task	Due Date	Status
Beginning of Term Activity Guide		In Progress
Official Transcript	Overdue	Completed
Official Transcript	Overdue	Initiated
Application Fee	Overdue	Completed
Reference Letter 1	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Proof of BS or higher degree	Overdue	Completed
Reference Letter 1	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	10/31/2017	Initiated

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

Hold	Department
Activity Guide hold	Registrar - Robert Jenkins
Health Insurance Certification	Bursar

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.

[Student Home](#)

Account Balance

Account Balance

Make a Payment

Charges Due

Payment History

View 1098-T

Enroll in Payment Plan

Purchase Miscellaneous Items

View Student Permissions

Enroll in Direct Deposit

Account Statements

What I Owe

Term	Charges & Deposits	Pending Financial Aid	Total Due
2018 Spring	75.00	0.00	75.00
Total	75.00	0.00	75.00

Currency used is US Dollar.

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.

Student Home

- Account Balance
- Make a Payment
- Charges Due
- Payment History
- View 1098-T
- Enroll in Payment Plan
- Purchase Miscellaneous Items
- View Student Permissions**
- Enroll in Direct Deposit
- Account Statements

go to ...

Account Inquiry | Electronic Payments/Purchases | Account Services

Direct Deposit | Enroll in Payment Plan | 1098T Tax Form | **Student Permission** | Bank accounts

Student Permissions

No student permission information on file.

Grant Permissions

Go to top

Student Permissions

1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
- Stafford Loan Program - Subsidized and Unsubsidized
- Parent Loan

Select a permission form and select Next to continue with the agreement process or select Cancel.

Permissions

Permission Form	Description
☒ TITLE_IV	Used for students to provide Title IV release of federal funds to pay non-Title IV charges.

Cancel

Next

Student Permissions

2. Permission Form Agreement

I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.

Used for students to provide Title IV release of federal funds to pay non-Title IV charges.

The agreement is dated

10/30/2017

☐ Yes, I have read the agreement

Cancel

Previous

Submit

Go to top

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.

Account Balance

Make a Payment

Payment History

View 1098-T

Enroll in Payment Plan

Purchase Miscellaneous Items

View Student Permissions

Enroll in Direct Deposit

Account Statements

Account Inquiry | Electronic Payments/Purchases | Account Services

[Direct Deposit](#) | [Enroll in Payment Plan](#) | [1098T Tax Form](#) | [Student Permission](#) | [bank accounts](#)

View 1098-T

i You have not consented to receive your 1098-T via on-line access. Select the Grant Consent push button to allow on-line receipt.

Grant Consent

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1098-T Consent

1. 1098-T Consent Agreement

I agree to receive my 1098-T Tax form electronically through on-line access. Selecting the 'Yes, I have read the agreement' checkbox means you will no longer receive the 1098-T form via US mail. Select the Submit push button to always access your 1098-T on-line. Select the Cancel push button to return to the 1098-T Year selection.

The agreement is dated

10/30/2017

☐ Yes, I have read the agreement

Cancel

Submit

Account Inquiry | Electronic Payments/Purchases | Account Services

[Direct Deposit](#) | [Enroll in Payment Plan](#) | [1098T Tax Form](#) | [Student Permission](#) | [bank accounts](#)

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Select the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, select the Box Amount Tab. View the details by selecting the hyperlink on the Amount field.

Note:

1. If you use a pop-up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar's office should you need more information.

1098-T Report Selection

General Box Amount					
Tax Year	Version	Federal Tax ID	Description	Printed Date	Transmittal Date
2014	Original		UTHSC Houston 2014		03/19/2015
2013	Original		UTHSC Houston 2013		03/17/2014

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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.

Account Inquiry | Electronic Payments/Purchases | Account Services

Direct Deposit | Enroll in Payment Plan | 1098T Tax Form | Student Permission | Bank accounts

Manage My Bank Accounts

Add Bank Account Details

Changes/updates to your direct deposit information is your responsibility!

Please verify your account information before submitting your request.
*Routing and account numbers are not validated by a banking database or by your bank.
**Do not use a routing number that starts with a '5'.

Should you have questions regarding your direct deposit information, please contact Administrative Accounting at 713-500-4951.

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname	
Account Type	
Routing Number	
Account Number	
Confirm Account Number	
Account Holder	

[View Sample Check](#)

Bank Location is United States.
Currency used is US Dollar.

Make a Payment

Payment History

View 1098-T

Enroll in Payment Plan

Purchase Miscellaneous Items

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Enroll in Direct Deposit

Account Inquiry | Electronic Payments/Purchases | Account Services

Direct Deposit | Enroll in Payment Plan | 1098T Tax Form | Student Permission | Bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 06/30/2020

Bank Account Nickname	Bank Account Type	Bank Account Number
		XXXXXX

Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

Bank Account Nickname	Distribution Type	Amount / Percent	Priority
Select Bank Account	Balance		

Currency used is US Dollar

Bank Name	Distribution Type	Amount / Percent	Priority
	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above. You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated 06/30/2020

☐ Yes, I agree to the terms and conditions of this 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.

Contact Details

Addresses

Emergency Contacts

Emergency Alert Information

Share My Information

Ethnicity

Personal InformationSecurity

Personal Identification Number | Share My Information

Share My Information - Summary

Following is the list of contacts you delegated access to your own data. To edit the information for a contact, select the Edit button. To delegate access to a new contact, select the Delegate Access to a New Contact button.

No current delegated access found.

Delegate Access To A New Contact

Go to top

Share 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 AllClear 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 UTHHealth 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