Special Cases

Texas Guaranteed Tuition Plan members must notify our office to let us know that they want any remaining TGTP hours applied to their tuition bill by providing us with a screenshot of their account balance.

Texas Tuition Promise Fund Plan purchasers must contact TTPF each semester to authorize use of benefits to “The University of Texas at Austin”. This must be done prior to submitting their plan information to Student Accounts Receivable.

Post 9/11 G.J. Bill recipients need to supply our office with the most recent award letter from the U.S. Dept. of Veterans Affairs.

Exemptions and Waivers
For details, see: www.utexas.edu/business/accounting/sar

Submit documentation
- Fax: (512) 471-0212
- E-Mail: tuition@austin.utexas.edu
- In person: MAI 4

Hook ’em Horns!!

Additional Information

Added Classes
Revised bills are not emailed to students. View “My Tuition Bill” website in My UT to see what is owed. Payment is due no later than 5:00 pm on Friday, September 9, 2016.

NOTE: Transactions returned to the University, regardless of reason, will be treated as returned checks and assessed a $25 returned check fee.

Refunds are mailed to the student’s local address or deposited into the account indicated on the Electronic Funds Transfer Authorization.
- Refunds for dropped courses should be received by the end of September.
- Refunds for overpayments are issued 14 days from receipt.

Non-UT Scholarships must include the student’s name and UT EID and should be mailed to:
- Attn: General Accounting
- Office of Financial Aid
- The University of Texas at Austin
- 100 West Dean Keeton Street, E3700
- Austin, TX 78712-1712

Student information is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Certain information is restricted from anyone except the student, including parents.

https://financials.utexas.edu/student-accounts-receivable
Twitter: https://twitter.com/utaustintuition
Main Building (MAI), Room 4
Phone: (512) 475-7777
Fax: (512) 471-0212
E-Mail: tuition@austin.utexas.edu
**Tuition and Fee Payments**

**Pay Online** at My Tuition Bill in My UT
- **eCheck** functions as a traditional check and can be used by an eProxy
- **Electronic Funds Transfer (EFT)** withdrawal of funds from bank account using pre-established authorization
- **American Express, MasterCard, Discover** incurs a non-refundable 2.3% convenience charge for payments of tuition
- **Financial Aid** “Pay with Financial Aid” from the “View Bill” option of My Tuition Bill in My UT
- **Zero Balance** by clicking “Confirm Attendance” in lieu of making a payment at the My Tuition Bill site in My UT
- **Tuition Loans** available as a link from the My Tuition Bill web site in My UT

**Pay in Person** at the Cashier’s Office MAI 8, 8:30 a.m. – 4:30 p.m. Monday through Friday
- Personal or cashier’s check, money order or cash
- Credit or debit cards not accepted at the Cashier’s office
- Present multiple tuition checks together for proper posting

**Pay in Installments**
- Electronic promissory note must be signed before first payment is accepted
- The first payment of approximately 50% of the original bill plus a $15 service charge is due no later than 5:00 p.m. on **August 29, 2016**
- The remaining balance is due in two amounts on **September 23, 2016** and **October 21, 2016**

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**Online Services**

Available online through **My UT** using a UT EID and password at:  [https://utdirect.utexas.edu](https://utdirect.utexas.edu)

**eProxy**

Students can grant limited My UT access to parents or others acting on their behalf as an eProxy. Information on setting up and utilizing eProxy can be found at:  [www.utexas.edu/student/eproxy](http://www.utexas.edu/student/eproxy)

**My Tuition Bill**
- View or pay current tuition balances
- Select to pay in installments
- Confirm your attendance
- Official payment receipts

**What I Owe**
- View or pay many outstanding balances owed to UT
- Some balances can be viewed at this site but paid by linking elsewhere

**Tuition Loans**
- Interest charged is 4% APR
- Electronic promissory note must be signed before loan is awarded
- Amount awarded is paid directly to tuition bill.
- Repayment due 30-90 days from the date of promissory note

**My Bank Information**
- View or update the information used for EFT payments, financial aid disbursements, or refund deposits

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**Payment Questions**

**Why are due dates important?**
Classes will be canceled if tuition payment is not received by 5 p.m. on **August 29, 2016**. Students may have to pay a late registration fee.

A $25 late fee will be assessed if tuition installment payments are not received by the due date.

**Was my payment received?**
To verify your payment was received, go to the "My Tuition Bill" web site in My UT.

**What if I don’t receive a bill?**
Billing notices are emailed to the address on the student record. You are responsible for making payments, including installment payments, by the due date. Go to the "My Tuition Bill" web in My UT to determine the amount due.

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**Where do I send an overnight delivery?**

**Physical Address:**  (for FedEx, UPS, or DHL)
University of Texas at Austin  
Student Accounts Receivable K5308  
110 Inner Campus Dr., Main 4  
Austin, TX 78712

**US Postal Service:**
University of Texas at Austin  
Student Accounts Receivable  
PO Box 7398  
Austin, TX 78713-7398