Student Accounts Receivable

• Tuition Billing
• Completing Registration
• Payment Options
• Financial Aid and Zero Bills
My Tuition Bill

• View Tuition Bill
  • Make Tuition Payments
  • Confirm Attendance for a Zero Balance
  • Pay with Financial Aid
• Access receipts and tuition bill history
Completing Registration

• Payments can be made online, at the Cashier’s Office or by mail
• Payment is due by 5 p.m. September 4th
• Registration will be cancelled if payment is not received
Your registration is not complete until you confirm your attendance by making a payment. If you do not make a payment by 6:00 PM on 8/8/XXXX your registration will be cancelled.

- Go to the My Tuition Bill - payments website to make a payment.
- Go to the Student Accounts Receivable - How to Pay website for other payment methods.

<table>
<thead>
<tr>
<th>TUTITION</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Total TUTION</td>
<td>5,000.00</td>
</tr>
<tr>
<td>FEES</td>
<td></td>
</tr>
<tr>
<td>Total FEES</td>
<td>0.00</td>
</tr>
<tr>
<td>Total BILLED</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Payment Information

- Less Payments: - 0.00
- Current balance: 5,000.00
- Amount due on 8/8/XXXX: 5,000.00
Installment Plan

• 1\textsuperscript{st} payment is approximately 50% of the total plus a $15.00 service charge due by 5 p.m. September 4\textsuperscript{th}
• 2\textsuperscript{nd} and 3\textsuperscript{rd} installments are each about 25% of the total and are due September 28\textsuperscript{th} and October 26\textsuperscript{th}
• Students must sign an online promissory note \textbf{BEFORE} making first installment payment
** SAMPLE **

- Enter which bills you want to pay or enter the amount.
- Enter the payment type.
- Press Continue. If you make a mistake, you can always come back to it later.
- Click on the total amount to view details and due dates for the bill.

```
** Balances may not reflect all charges owed to the University. **

<table>
<thead>
<tr>
<th>Billing Department</th>
<th>Total Amount</th>
<th>Due Amount</th>
<th>Past Due Amount</th>
<th>Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTRATION Fee Bill</td>
<td>$6,000.00</td>
<td>$2,515.00</td>
<td>$0.00</td>
<td>$3,485.00</td>
</tr>
</tbody>
</table>
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Comments to: Student Accounts Receivable | Student Accounting Homepage | Student Accounting.I.R.S.
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Please mail payments to P.O. Box 7398, Austin, TX 78713-7398.

URL: https://www.utexas.edu/auxc/affairs/StudentAccounting/I.R.S.

** WHAT STARTS HERE CHANGES THE WORLD **

Logoff | UT Direct Comments | Web Privacy Policy | Web Accessibility
Payment Options

• eCheck
• Electronic Funds Transfer (EFT)
• American Express, Discover, MasterCard and Visa
  • Non-refundable 2.3% convenience fee assessed
• Cash, Check or Money Order
Tuition Loans

• Institutionally awarded and applied directly to the tuition bill
• To apply, click on the link for “Tuition Loans” on the “My Tuition Bill” website
• Repayment is due 30 to 90 days from when the loan is awarded
Financial Aid

• Partial Coverage – Automatically applied to the tuition bill
  • Student must pay remaining balance by the due date

• Full Coverage – Go to “My Tuition Bill” and click the Pay with Financial Aid button
  • A balance will continue to show as due until awards are released at the beginning of the semester
**Tuition & Fees eCommunication Address**

Your official e-mail address: bevolonghorn@utexas.edu

All tuition and fee notifications will be sent to this email address. You are responsible for keeping your e-mail address current and checking e-mail frequently. The University is not responsible for handling of e-mail by outside vendors or messages returned because of full mailbox, spam filters, or "User Unknown." (See the official policy for additional information.)

IRS Form 1098-T for Educational Tax Benefits will be available for electronic delivery in January 2015. Sign Up for Electronic Delivery

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### Tuition and Fees Summary

**SAMPLE**

**Your registration is NOT complete**

- If you want to pay using your financial aid, click the "Pay with Financial Aid" button by 05:00 PM on 08/01/XX to complete your registration, or your classes will be cancelled.
- If you do not want to pay with your financial aid, you must make a payment to complete your registration. Go to the My Tuition Bill Payments website, or see the Student Accounts Receivable - How to Pay page for other payment methods.

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</table>

| Total BILLED    | 5,000.00|

<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESS ANTICIPATED FIN AID</td>
</tr>
<tr>
<td>Less Payments</td>
</tr>
<tr>
<td>Current balance</td>
</tr>
</tbody>
</table>

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Comments to: Student Accounts Receivable | Student Accounting Services
Zero Bill

• A third party, exemption/waiver or UT department is covering the entire tuition bill
• Go to “My Tuition Bill” and click the “Confirm Attendance” button by 5 p.m. September 4th
• Attendance must be confirmed by 5 p.m. September 4th or registration will be cancelled
**Your registration is complete and your courses are secured.**

Your registration is now complete. You can now print a copy of your Official Receipt.

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<tr>
<td>Payment Information</td>
<td></td>
</tr>
</tbody>
</table>

LESS THIRD-PARTY BILLING (Details)  
-5,000.00

Less Payments  
0.00

Current balance  
0.00
Added Classes/Refunds

• Bills are not distributed for added classes
• Payment is due by 5 p.m. September 14th
• Tuition refunds for dropped classes will be issued 1-2 weeks after September 14th
Things to Take Away

• Action required by 5 p.m. September 4th
• Click a button or make a payment
• Look for the message that reads “Your registration is complete and your courses are secured”
Student Accounts Receivable

MAI 4
512-475-7777
tuition@austin.utexas.edu
tuition.utexas.edu
Twitter: @UTAustinTuition
How do I apply for a fellowship?

<table>
<thead>
<tr>
<th>Table: Fellowship Types and Application Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate School fellowships</strong></td>
</tr>
<tr>
<td>Based on nominations from the programs. Students do not apply directly for any GS fellowship.</td>
</tr>
<tr>
<td><strong>College fellowships</strong></td>
</tr>
<tr>
<td>Consult your GC or GA or the website for your college for details.</td>
</tr>
<tr>
<td><strong>Departmental fellowships</strong></td>
</tr>
<tr>
<td>Each program has its own decision making process for fellowships funded with departmental funds</td>
</tr>
<tr>
<td><strong>External (non-UT) fellowships</strong></td>
</tr>
<tr>
<td>Follow the instructions on the website for the external fellowship</td>
</tr>
</tbody>
</table>

*Talk to your Graduate Coordinator or Graduate Adviser!*
I got a fellowship! What next??

• READ the letter and any rules/guidelines that come with the fellowship
• Sign and return the acceptance form
• REGISTER EARLY!
• Keep an eye on your Tuition Bill to ensure that all of your waivers are applied. Problems? Check with your GC.
• For UT fellowships, that should be all as then staff take over with making sure payments get processed.
# How do I get my money?

**Register early!**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>UT audits check for enrollment before releasing money.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money towards the purchase of medical insurance OR a one-time payment</td>
<td>Paid directly to the student on Sept 1\textsuperscript{st}</td>
</tr>
<tr>
<td>Stipends</td>
<td>Paid MONTHLY. Fellowship stipends cover the NEXT month (so your Sept 1 payment is to cover September).</td>
</tr>
</tbody>
</table>
How do I get my money (part 2)

1. Direct Deposit – default – must be set up for NON-PAYROLL checks (vs payroll checks)
2. If no direct deposit set up, then will be mailed to your local address
3. If no local address on file, then you will receive an email to pick it up at MAI 132
4. If #2 or #3 and you want direct deposit, after setting it up, contact the staff person in charge of your fellowship as it then has to be manually updated to direct deposit. This does not happen automatically when you set up direct deposit.
In-State Tuition Rates based on fellowship

- This is governed by State Law
- Fellowships often make you ELIGIBLE for in-state rates, but not guaranteed
- Most UT fellowships do come with the waiver
- Waivers are the last part of the fellowship that gets processed. If not applied by ONE WEEK before the payment deadline (Sept 4), contact your Graduate Coordinator
Can I have a TA/AI/GRA while on fellowship?

<table>
<thead>
<tr>
<th>It depends…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full fellowship</td>
<td>UT prefers that you not double-dip. Your fellowship may be adjusted to take a TA/AI/GRA salary into account.</td>
</tr>
<tr>
<td>Less than full fellowship</td>
<td>Usually OK.</td>
</tr>
<tr>
<td>Fellowship restrictions</td>
<td>Some fellowships do not allow you to have additional support in terms of a work appointment.</td>
</tr>
</tbody>
</table>
What if I have more questions?

- Graduate Coordinator – become best friends!
- Contact the person who sent you the fellowship letter
How does a fellowship impact my financial aid

• The Office of Financial Aid (OFA) must take your fellowship into account when calculating how much loan you qualify for.

• If you have applied for financial aid, OFA automatically picks up fellowship info at the time it is processed by the graduate program. Timing of loan and fellowship processing differs so alert OFA about any fellowships you will receive as soon as you find out about them.
How Financial Aid Eligibility is determined

• Cost of Attendance-COA (allowances for tuition, housing and food, books, transportation and personal expenses)
• Minus Expected Family Contribution from FAFSA filing
• Minus additional aid (fellowship/scholarship)
• Equals eligibility for Federal loans
Financial Aid Eligibility

Cost of Attendance
- Expected Family Contribution
- Other Financial Aid

Financial Need-Loan Eligibility
## Financial Aid Eligibility

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligible Amount</th>
<th>Available Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>$27,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>EFC</td>
<td>$10,000</td>
<td>$0</td>
</tr>
<tr>
<td>Other aid</td>
<td>$0</td>
<td>$27,000</td>
</tr>
<tr>
<td>Loan Eligibility</td>
<td>$17,000</td>
<td>$0</td>
</tr>
</tbody>
</table>
Things that can impact awards

• Changes in enrollment status – OFA assumes full time enrollment to determine COA – changing status changes COA & aid eligibility
• Receipt of additional monies such as fellowship/scholarship – OFA often does not know this when financial aid award notifications are sent
• Verification of income – can change EFC & aid eligibility
• Withdrawals before 60% of term – Requires a refund calculation to loan programs
• Not maintaining satisfactory academic progress
What to do if your financial picture changes

- FAFSA uses income from two years prior, e.g., for 18-19 school year income reported on FAFSA was for calendar year 2016. If there is a loss of income due to death, unemployment, etc. you can file a special circumstance appeal. Also applies to increased expenses such as child care or medical.