



## **Bursar Office**

# Bursar Office

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

# How to pay Tuition

- **MyUTH Account:** E-Check or Credit Card (*7 days a week except Saturdays from 7pm to 8am on Sundays*). We accept Visa, Master Card, Discover or American Express.
- **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 1<sup>st</sup> 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.
- **Credit Card Usage Fees:** There is a 2.5% credit card usage fee. This fee was mandated by the Board of Regents to cover the cost of credit card service fees charged by the processor. There is no charge for E-checks.
- **Enrollment Cancellation:** Students must pay 50% of tuition and fees by the 12<sup>th</sup> day of the term for Fall/Spring and by the 4<sup>th</sup> day of the session for summer. Students who are dropped for non-payment and appeal to be reinstated will be assessed a \$200 reinstatement fee. Reinstatements by the dean must be approved by the 20<sup>th</sup> day of the term for Fall/Spring and by the 15<sup>th</sup> day of the session for Summer.

# Installment Plan

Installment plans are available for the Fall, Spring, and 12 Week Summer terms.

1<sup>st</sup> Payment 50% of Tuition and Fees plus any non-installable fees

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

2<sup>nd</sup> Payment 25%

3<sup>rd</sup> Payment 25%

- If you have Student Financial Aid that will cover 100% of your tuition for the term and have completed your Financial Aid application on time, there is no reason to enroll in the installment plan. Financial Aid will disburse to your account before the 1st payment due date. Students must grant permission via their MyUTH account for Financial Aid to pay ancillary charges.
- Students must sign a promissory note each semester via MyUTH to utilize the installment plan. 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 \$20 Fee is assessed for electing to be placed on an installment plan.
- A \$50 Late Fee will be charged if the 1<sup>st</sup> payment is late. An additional \$50 Late Installment Fee will be charged for each of the remaining installment payments made after the due date.

# Payment Due Dates

Payment and installment due dates are listed on your MyUTH account under **Financial Account Tile** on the **Charges Due** link. They are also listed on the Registrar's web site on the Academic Calendar.

The Bursar's office does not mail out bills for tuition and fees. Check your UTH Campus email for payment due date reminders.

If you are not on a payment plan 100% of tuition and fees are due the Friday before the 1<sup>st</sup> day of class. There is a \$50 late payment fee if tuition and fees are not paid on time.

Installment Payment Plan due dates:

- **1<sup>st</sup> Payment:** 50% of the installable amount plus any non-installable fees will be due the Friday before the 1<sup>st</sup> day of class
- **2<sup>nd</sup> Payment:** 25% will be due before the 6<sup>th</sup> week of class
- **3<sup>rd</sup> Payment:** 25% will be due before the 11<sup>th</sup> week of class

Installment Plans are available for Spring, Summer 12 week session, and Fall Terms. There are no installments plans available for summer 6 week sessions.

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

# Refunds

We will process refunds for Student Financial Aid within 2 days of the disbursement.

Other refunds will be processed after the add/drop period ends.

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 your on student 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.

Log on to MyUTH>Student Home Page>Financial Account Tile> View Student Permissions>Grant Permission.

# 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 must go to the **Financial Account Tile/1098T Tax Form** in MyUTH and grant consent to receive the 1098T form via their online account. Please do this as soon as you get your user name and password. You only have to grant consent once.
- 1098T Forms for Calendar Year 2020 will be available via your MyUTH by January 25<sup>th</sup> of 2021. 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 January we cannot create new 1098 forms.
- 1098T Tuition and Fees are calculated on payments made by the student between January 1<sup>st</sup> and December 31<sup>st</sup>, 2020.
- 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 your Tax ID number is on file for 1098T reporting. To add your Social Security or Tax ID Number to Campus Solutions to the Registrar's web site and complete the SSN Update form.

## Office of the Registrar

### Office of the Registrar

Home

myUTH

▸ Applicants

▸ Current Students

▸ Alumni

▸ Faculty & Staff

**Forms & General Information**

▸ Schools

UTHealth School

Catalogs

UT MD Anderson SHP

Catalog

University of Texas

Health Science Center at

Tyler Catalog

Contact Us

## Forms & General Information

[Forms](#)

[General Information](#)

- [Address/Telephone Change Request](#)
- [Delegated Access – Share My Information](#)
- [Direct Loan Deferments](#)
- [Enrollment Certification](#)
- [Foster Care Tuition Waiver](#)
- [Grievance Policy and Form](#)
- [Hazelwood Act Forms & Instructions](#)
- [Name Change](#)
- [Social Security Number Update](#)
- Audit Fees - One course
  - [GSBS Employee Audit](#) For Audit Only enrollment in a GSBS Course ([Fees](#))
  - [SPH Audit Only Enrollment](#) For Audit Only enrollment in a SPH course ([Fees](#))
- [Student's Directory Information Student choice for release of directory information](#)
- [Student's Rights under FERPA](#)
- [VA Benefits](#)
- [SeekUT](#) - Search+Earnings+Employment=Knowledge

- 1) On the RO website, click on **Forms & General Information**.
- 2) Next Click on the **General Information** tab.
- 3) Click on the **SSN update** link from the list.



# 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.
- To have Health Insurance Charges waived send an e-mail with proof of insurance to:  
[student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu)
- For Insurance Questions contact Auxiliary Enterprises at (713) 500-8400

# MyUTH Quick Tour


This is the Student Home Page you will see when you log into your MyUTH Account

Student Home

### Tasks


- Holds **2**
- To Do List Items **10**
- Communications **0**

### 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. You can use the arrows in the upper left hand corner to sort the “To do Lists”

The screenshot shows the 'Tasks' page with a 'To Do List' section. The table contains the following data:

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.

The screenshot shows the 'Tasks' page with a 'Holds' section. The table contains the following data:

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.

Account Balance

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
- 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

**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

[Account Inquiry](#) | [Electronic Payments/Purchases](#) | [Account Services](#)

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

### Student Permissions

**i** 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
<input checked="" type="radio"/>	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.

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](#) | [1098 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

[Go to top](#)

Account Inquiry | Electronic Payments/Purchases | Account Services

[Direct Deposit](#) | [Enroll in Payment Plan](#) | [1098 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

**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

[Go to top](#)

**Enrolling in Direct Deposit is a 2 step process. Click on the “Bank Account” tab and enter your bank information. Then click on the “Direct Deposit” tab and select the bank, then complete and submit the enrollment agreement.**

Make a Payment
Charges Due
Payment History
View 1098-T
Enroll in Payment Plan
Purchase Miscellaneous Items
View Student Permissions
<b>Enroll in Direct Deposit</b>
Account Statements

Account Inquiry | Electronic Payments/Purchases | **Account Services**

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

### My Bank Accounts

Listed below are the bank accounts associated to you. The account number is masked for your protection. You can add, view or delete bank details. To add new bank account details, click Add Account.

You can only Edit the nickname of your bank account. If you wish to change bank accounts, you must first add a new bank account and modify your direct deposit bank account. You cannot delete the bank account attached to the Direct Deposit enrollment. You must contact Administrative Accounting to delete your enrollment in Direct Deposit.

### Bank Account Summary

Bank Account Summary as of 10/30/2017				
Bank Account Nickname	Bank Account Type	Account Number		
Woodforest	Checking	██████████		

[Add Account](#)

[Go to top](#)

Make a Payment
Charges Due
Payment History
View 1098-T
Enroll in Payment Plan
Purchase Miscellaneous Items
View Student Permissions
<b>Enroll in Direct Deposit</b>
Account Statements

Account Inquiry | Electronic Payments/Purchases | **Account Services**

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

### My Direct Deposits

You are currently not enrolled in Direct Deposit.

[Enroll In Direct Deposit](#)

[Go to top](#)

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 wish to share. (Financial Account, Financial Aid, Student Records) The person you granted access to will receive an e-mail containing a security key. Staff will ask for the Security Key before releasing any information regarding your account.

- Contact Details
- Addresses
- Emergency Contacts
- Emergency Alert Information
- Share My Information**
- Ethnicity

Personal Information | **Security**

[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
<input type="checkbox"/> Financial Account (713) 500-3080	Delegate the access to inquire about your financial account information.		
<input type="checkbox"/> Financial Aid (713) 500-3860	Delegate the access to inquire about your financial aid information.		
<input type="checkbox"/> 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 will fine students who file 1098T's that are missing the SSN.
- 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.
- On your MyUTH account go to the 1098 T Tax Form Tab and opt in to receive your 1098T from on line.
- Each Term complete your checklists.
- Grant Permission for Financial Aid to pay all fees.

# 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](mailto:Bursar@uth.tmc.edu)

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