UTHealth™

The University of Texas
Health Science Center at Houston

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 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.
- **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 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 $200 reinstatement fee. Reinstatements by the dean must be approved by the 20th day of the term for Fall/Spring and by the 15th day of the session for Summer.

Installment Plan

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

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

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

2nd Payment 25%

3rd 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 1st 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 1st day of class. There is a $50 late payment fee if tuition and fees are not paid on time.

Installment Payment Plan due dates:

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

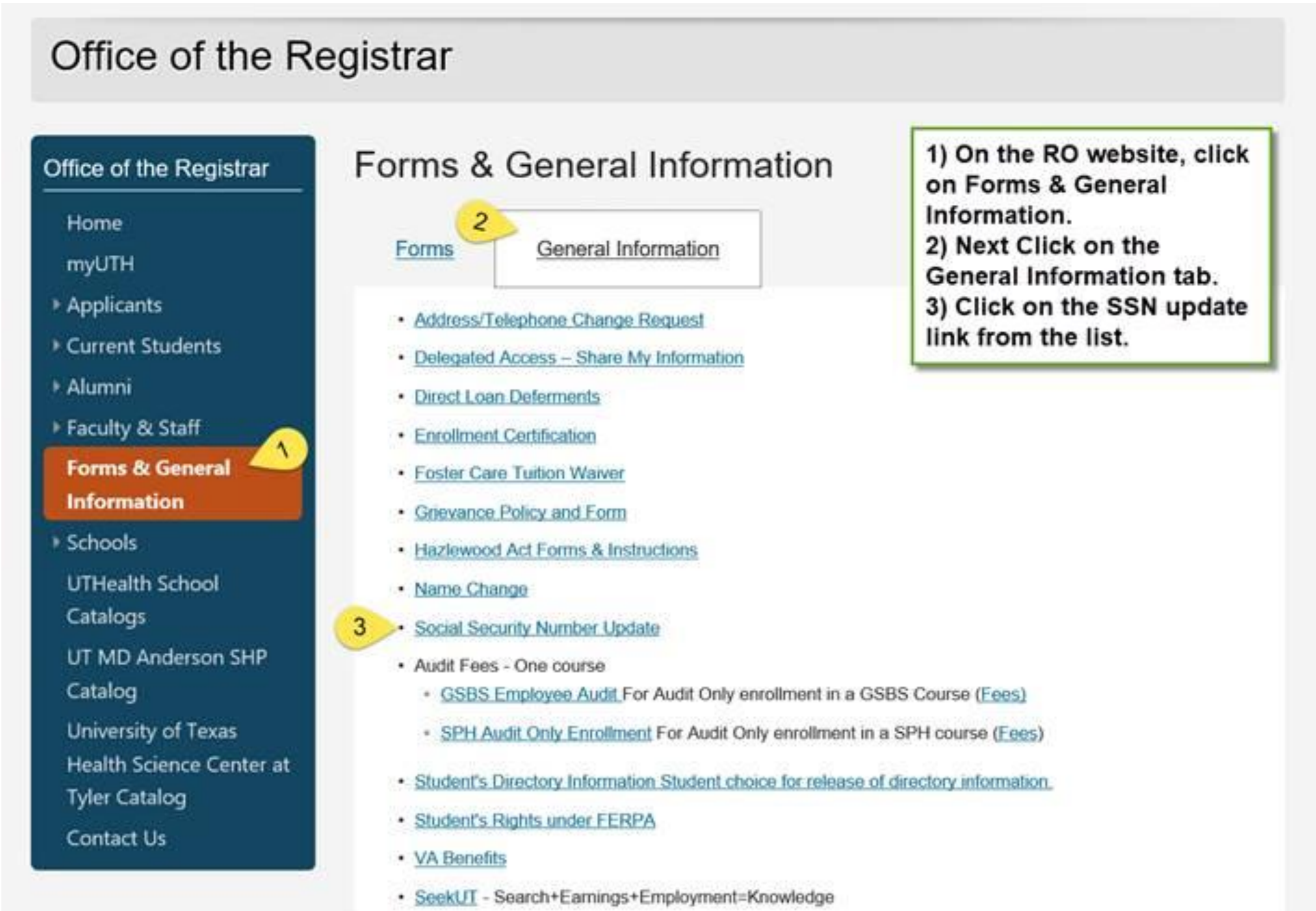
- Students must go to the **Financial Account Tile/1098T Tax Form** in MyUTH and grant consent to receive the 1098T form via their online account. Please do this as soon as you get your user name and password. You only have to grant consent once.

- 1098T Forms for Calendar Year 2020 will be available via your MyUTH by January 25th 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 1st and December 31st, 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.



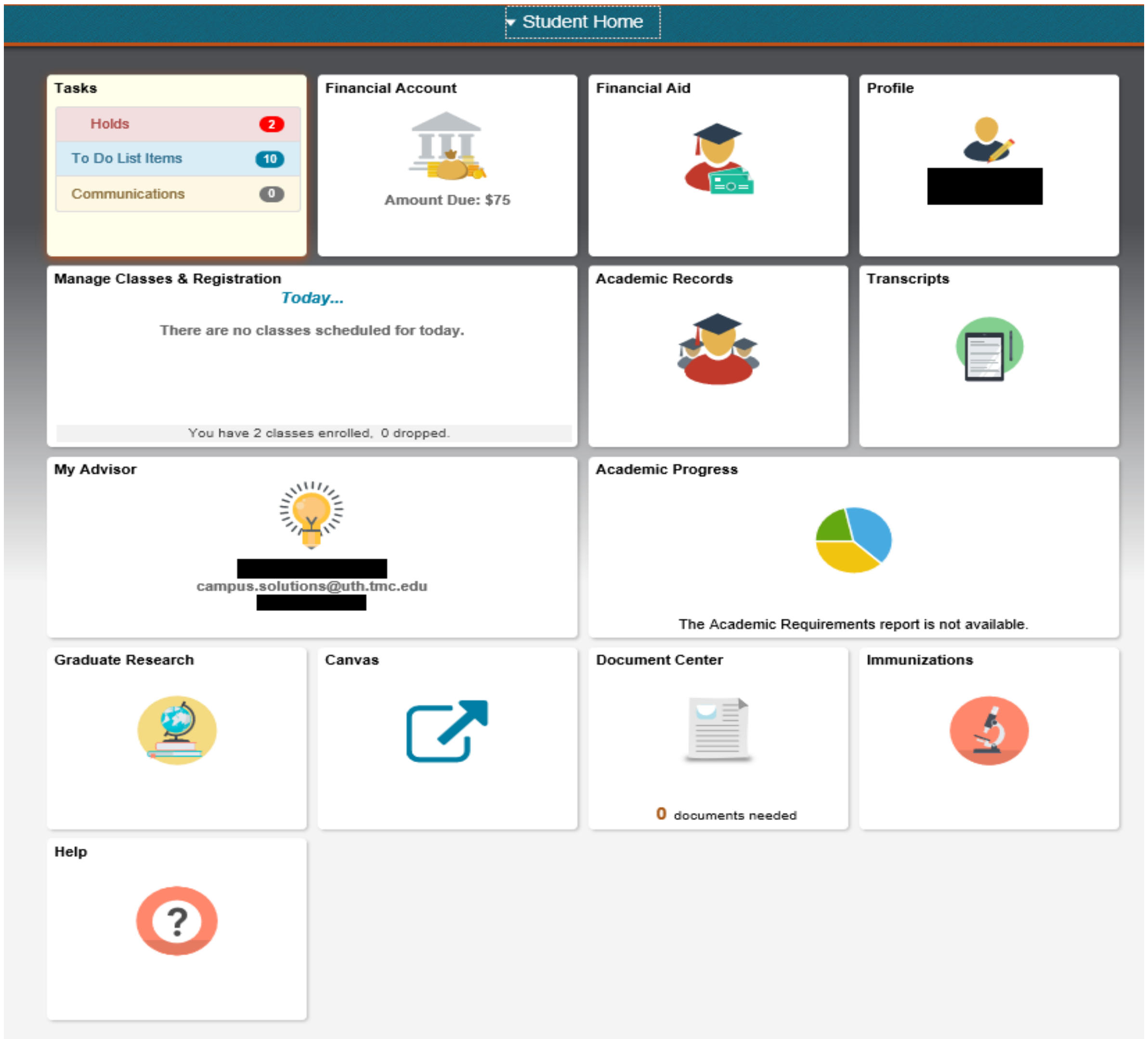
Insurance

- 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:

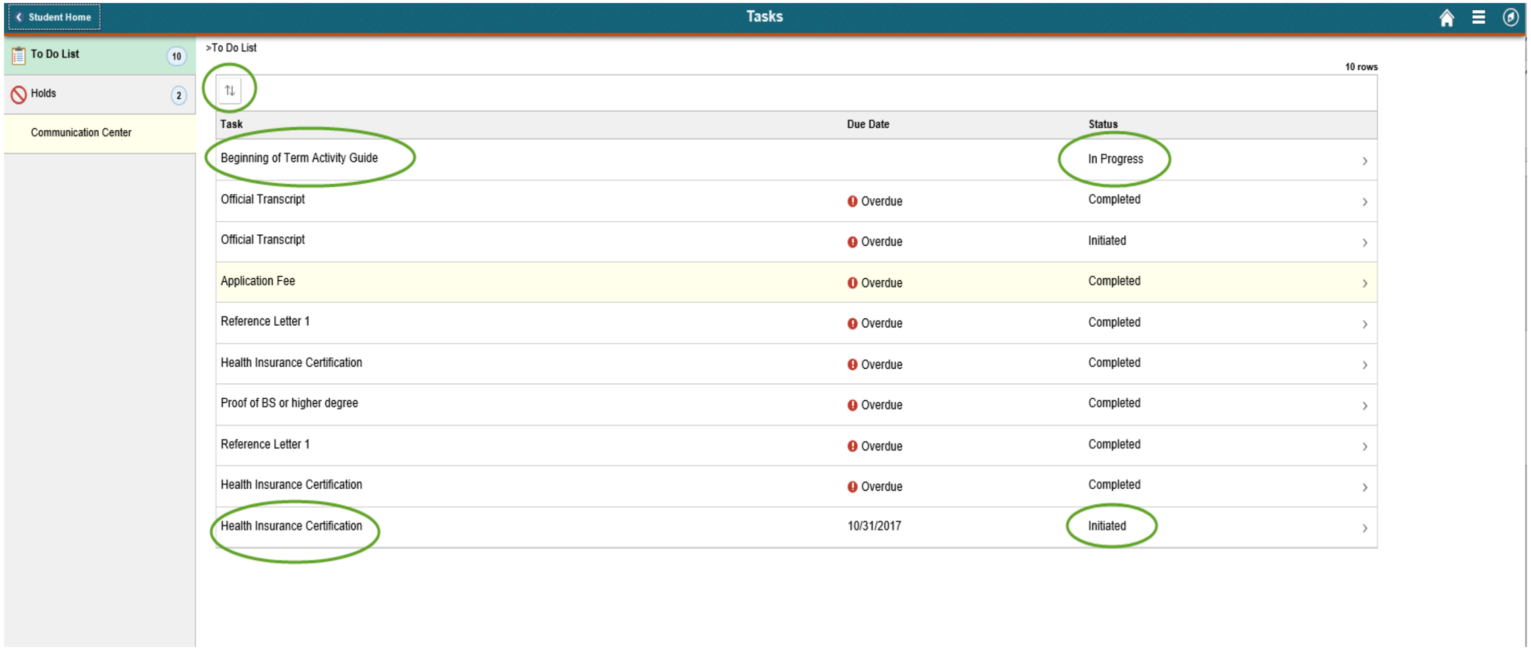
  student-insurance@uth.tmc.edu
- For Insurance Questions contact Auxiliary Enterprises at (713) 500-8400

MyUTH Quick Tour

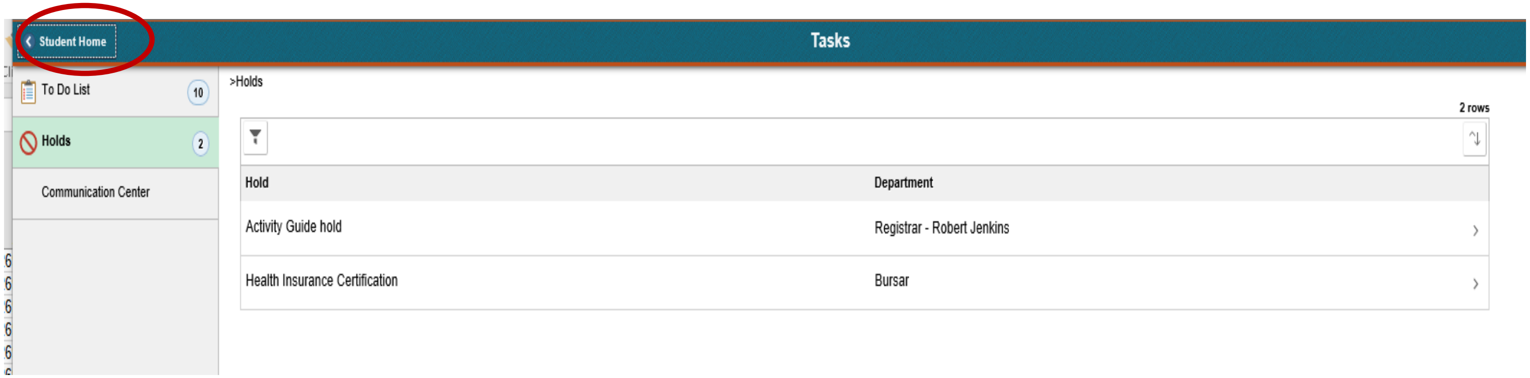
This is the Student Home Page you will see when you log into your MyUTH Account



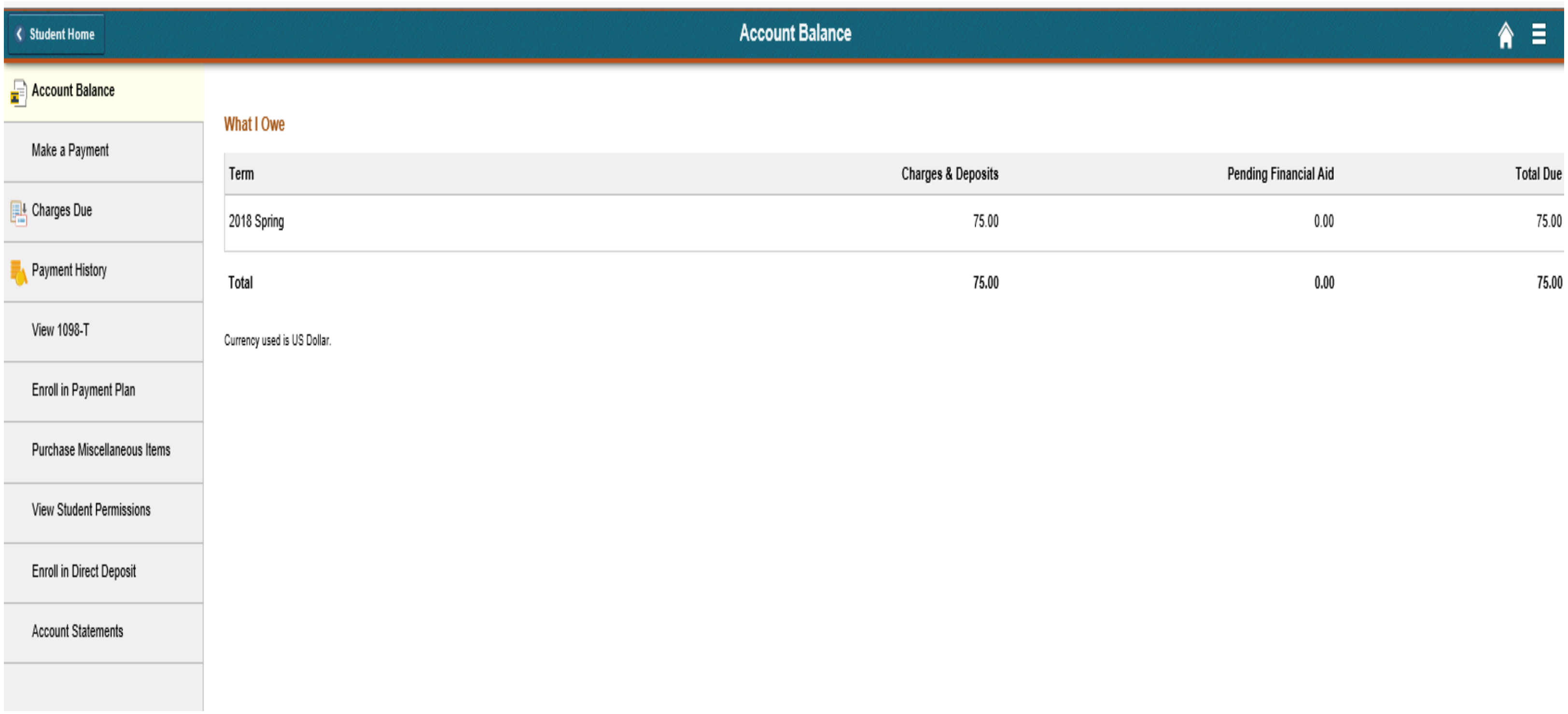
The Tasks tile contains the "To Do List" and Holds. By clicking on the "To Do List you will see a list of items that need to be completed. Each Term you will have a Beginning of Term Activity Guide and Health Insurance Certification Checklist that must be completed in order to register for classes. You can use the arrows in the upper left hand corner to sort the "To do Lists"



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

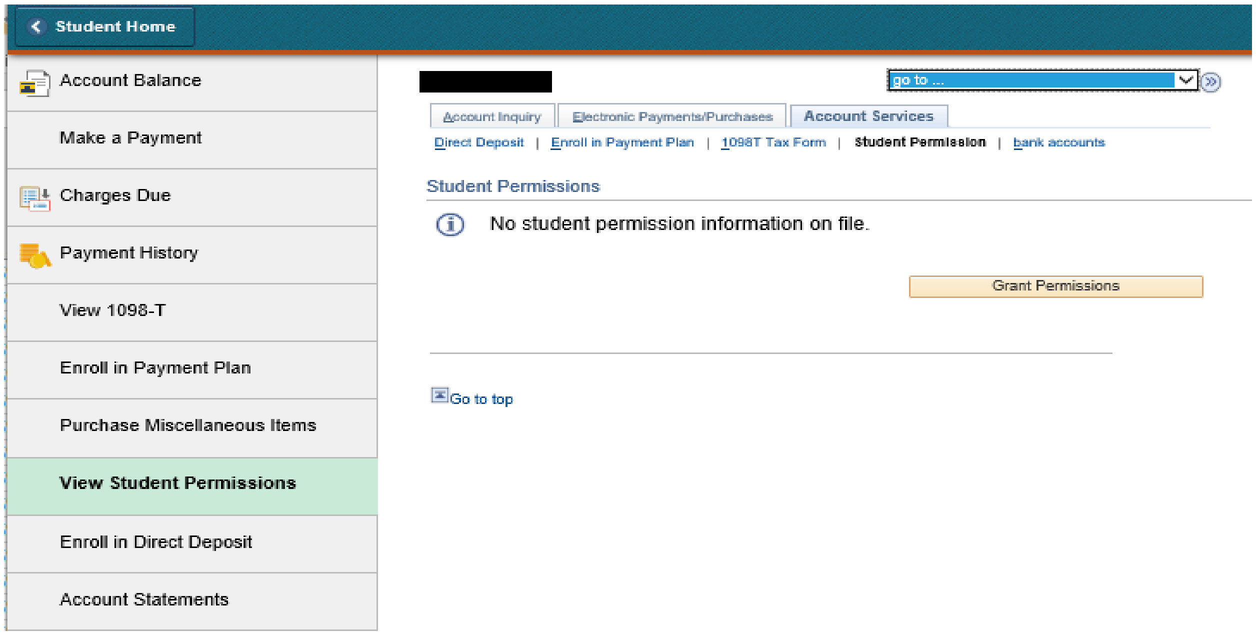


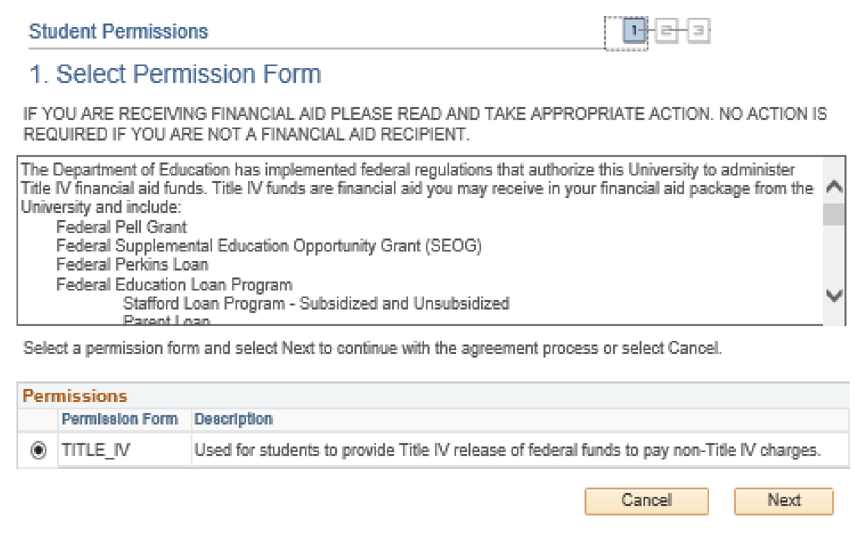
When you click on the Financial Account tile you will see a menu on the left hand side of the screen. This allows you to navigate to the different areas of you financial account.

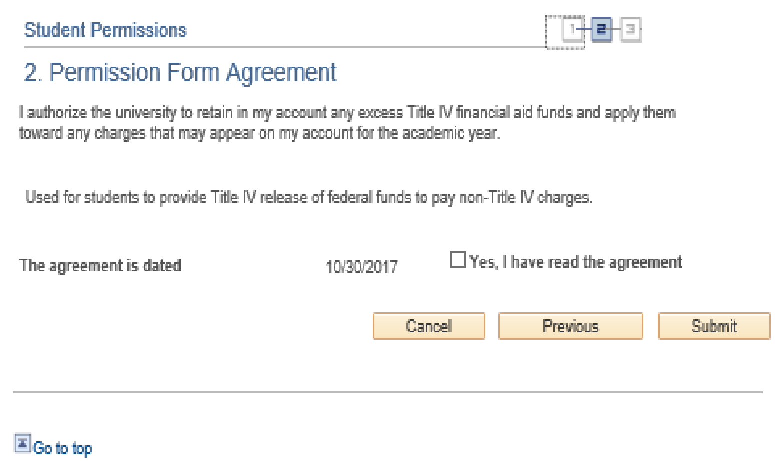


Account Balance – Shows the remaining balance on the students account.
Make A Payment – Gives you the option to pay by E-Check or Credit Card
Charges Due – Shows all charges due on the account and the due dates
Payment History – Shows all payments that have been applied
1098T – Allows students to Opt 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.

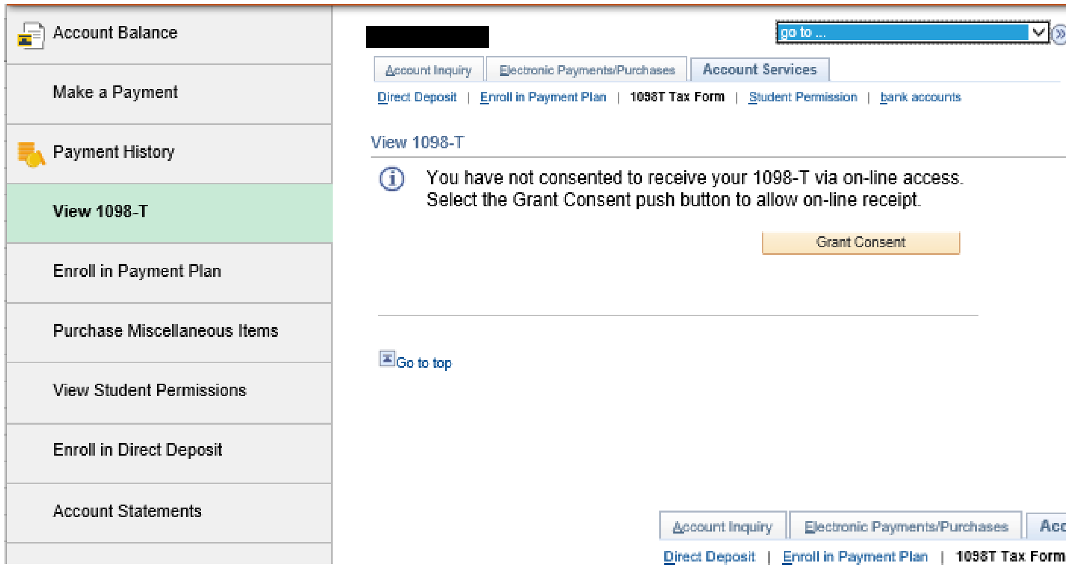
You must Grant Permission for your Student Financial Aid to pay Ancillary Charges.

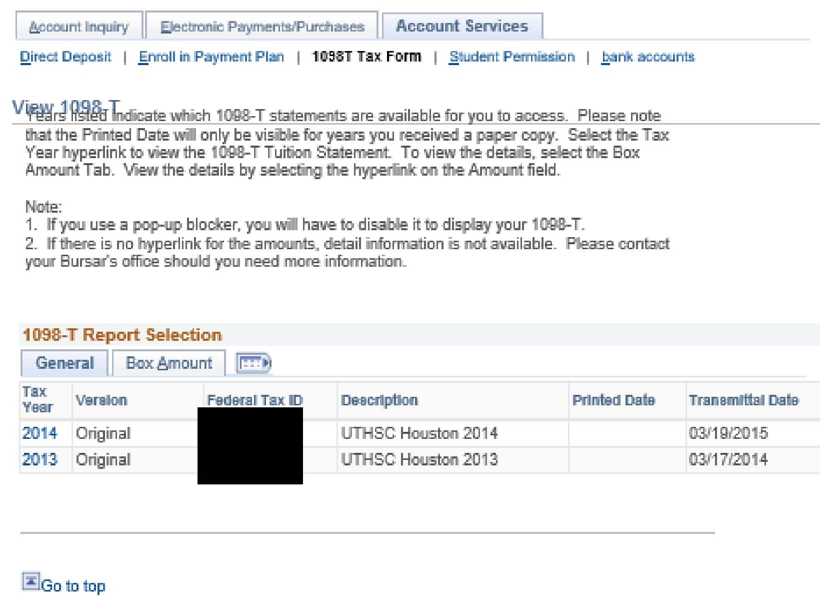




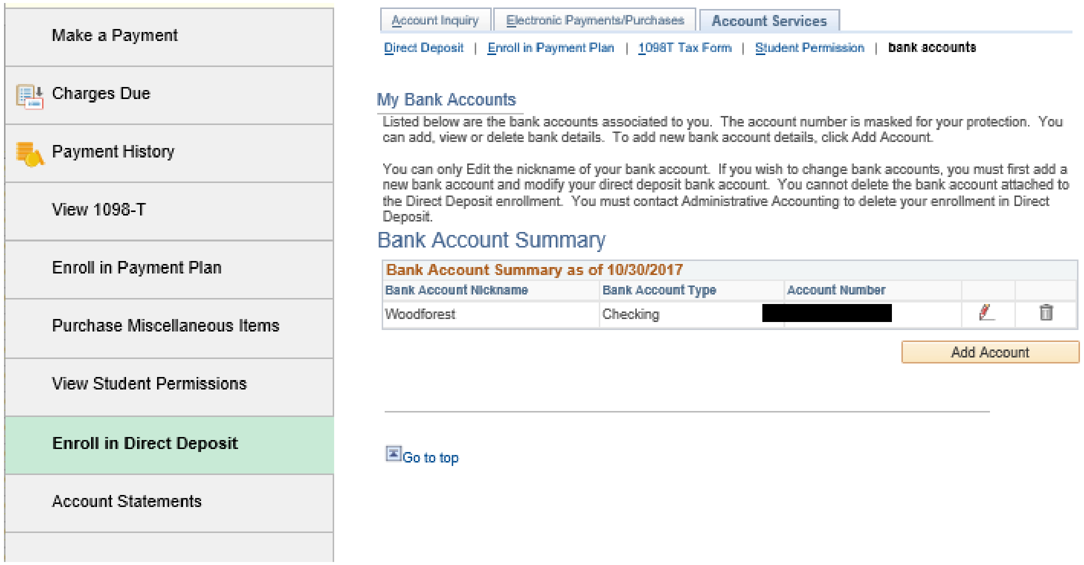


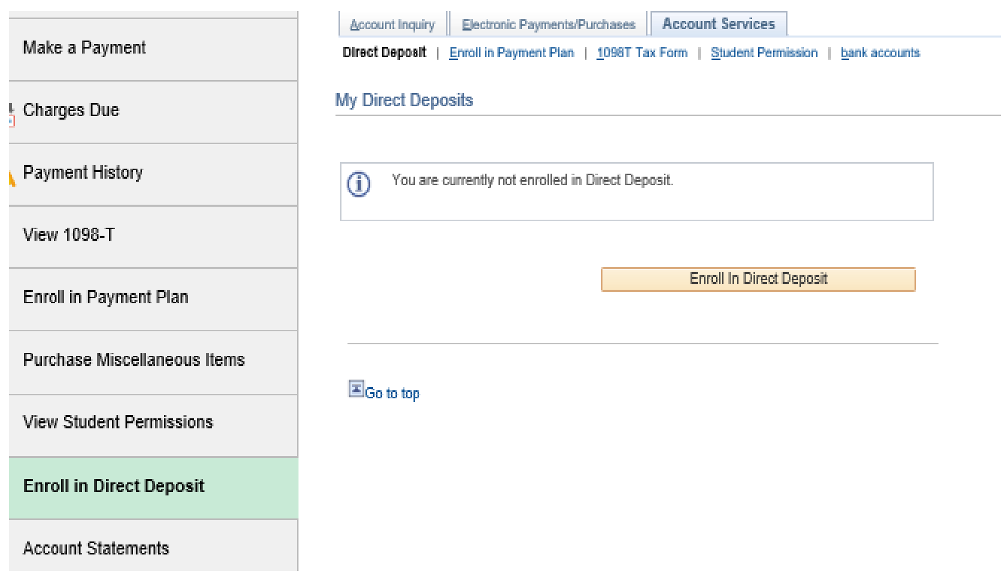
Students must grant consent to receive their 1098T tax form on line. Once consent is granted the student will be able to view and print tax forms from their MyUTH or Alumni account.



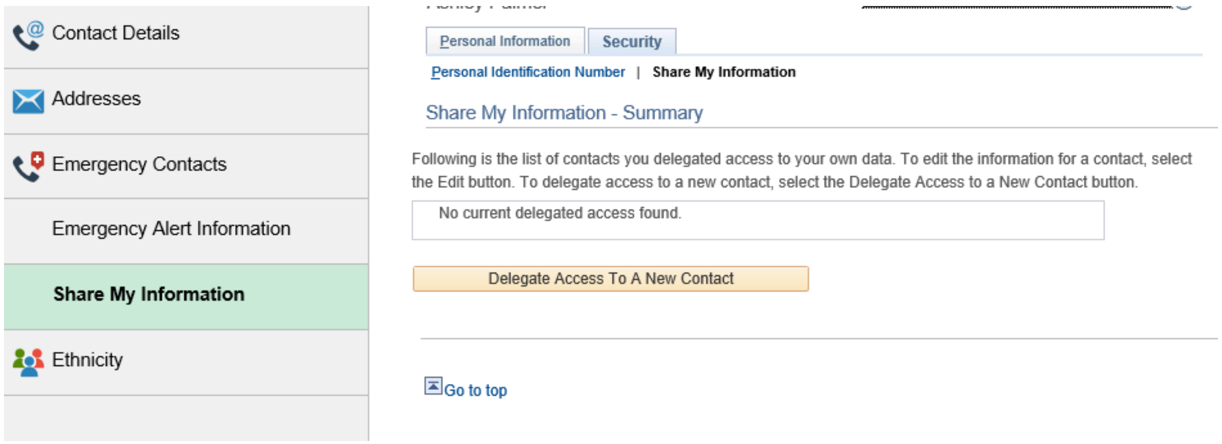


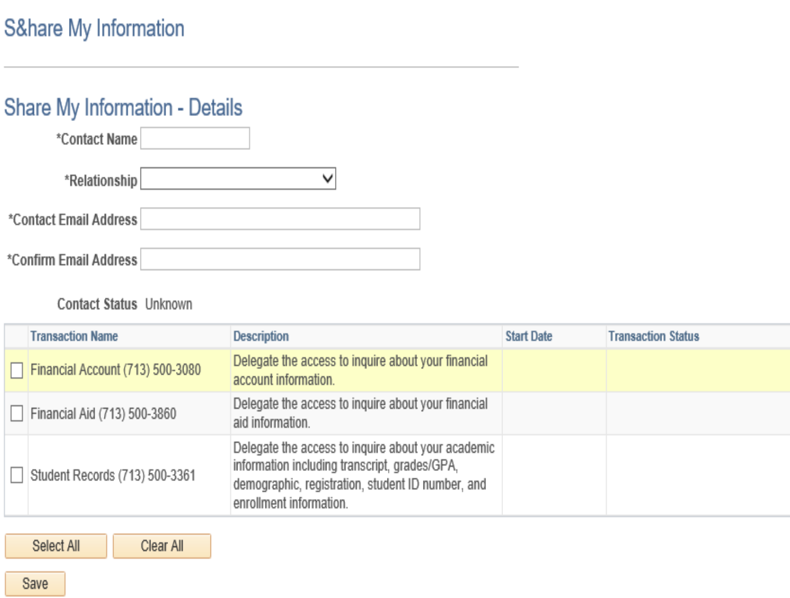
Enrolling in Direct Deposit is a 2 step process. Click on the “Bank Account” tab and enter your bank information. Then click on the “Direct Deposit” tab and select the bank, then complete and submit the enrollment agreement.

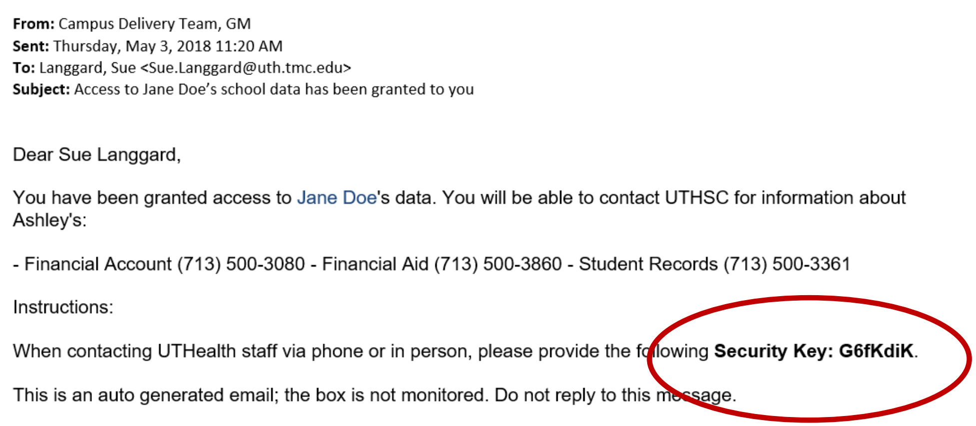




To **share your account information** with others you must give them Delegated Access.
On the Student Home Page Click on the Profile Tile. Then select Share My Information and Select "Delegated Access To a New Contact." Accept the Agreement then complete the Share My Information – Details. Select the transactions that you which to share. (Financial Account, Financial Aid, Student Records) 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.






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

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