

ASSISTING STUDENTS IN ACHIEVING THEIR GOALS...

BURSAR OFFICE ORIENTATION



BURSAR'S OFFICE



• 2nd Floor, Student Services Building

- Phone: 972-883-2612
- Email: <u>bursarsoffice@utdallas.edu</u>
- Web Page: <u>http://www.utdallas.edu/bursar/</u>



BURSAR'S OFFICE



• Office Functions

- Assessment, billing and collection of Tuition & Fees for UT Dallas
- Accepting payments
 - Tuition, Meal Plans, Housing, Parking and Library Fines
- Posting Financial Aid refunds
- Answering questions about students account
- Online Services through EZPAY
 - http://www.utdallas.edu/bursar/payments/ezpay/



EZPAY SERVICES



EZPAY http://www.utdallas.edu/bursar/payments/ezpay/

- Make payment online
- Set up installment plan
- View bills online
- Set up Direct Deposit
- Set up authorized user

A	Tuition and Fees	Payments	Refunds	Customer Service	FAQs	Taxes	
Paym	ent Options Late F	Payment / Non-Payme	nt Perkins	Loan Third Party	EZPay	Student Account Holds	
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EZ	Pay						
	Y is a secure website or	which students can ma	anage their tuitio	n finances.			
Lo	og into EZPay						
Ser	vices Available*						
	View your charges and	payments including di	sbursed financia	I aid and scholarships			
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- Pay Online using EZPAY
 - Visit <u>http://utdallas.edu/ezpay/</u>
 - <u>Credit Card American Express, Discover and MasterCard Only</u>: 1.90 % convenience fee. We cannot accept Visa for tuition payments.
 - <u>Electronic Check (eCheck)</u>, no additional charge
- Pay at the Bursar's Office
 - Location: <u>SSB 2.300</u> (Second floor of the <u>Student Services Building</u>)
 - **Hours:** 9 a.m. 6 p.m. Monday Thursday 9 a.m. 5 p.m. Friday
 - Personal check, cashier's check, or money order







- Pay by mailing a check
 - Mailed checks must reach the Bursar's Office on or before the payment deadline:
 - Mailing Address: The University of Texas at Dallas Bursar Office SSB 21 800 West Campbell Road Richardson, TX 75080-3021
- Pay by <u>Installment Plan (</u>\$25.00 Fee)
 - Includes tuition, meal plan, and housing charges.
 - Charges are divided into four equal payments, available fall and spring semesters.
 - A three payment option is available in the summer term.
- See posted <u>Payment and Refund Calendar</u> for deadlines



PAYMENT OPTIONS



- Pay Tuition by <u>Short-Term Loan</u> Available for Tuition and Fee charges, only.
 - 1.25% origination fee
 - Health insurance is not covered by the Short Term Loan and must be paid prior to or at the time the loan is accepted as payment.
 - The loans need to be paid back by the due date to avoid penalties.
 - Students may apply online through <u>Orion</u> Self-Service for a Short Term loan by choosing "Enroll in Payment Plan" and following the instructions.



THIRD PARTY PAYMENTS

Texas Tomorrow

- Need a copy of your ID Card.

Your employer is paying

- Need a copy of your authorization letter.
- Student is responsible for all charges not covered.

Scholarship Recipients

- Eligible for the extended payment deadline for "Financial Aid Recipients" as stated on the Academic Calendar (<u>https://utdallas.edu/academiccalendar/</u>). All charges must be paid by that date.
- Financial Aid recipients receiving a Third Party Payment
 - Notify your financial aid counselor of any 3rd party payment toward tuition/fees or scholarship awarded to you but not represented on your Financial Aid award.

CREDIT BALANCES



 Students may view their Bursar Account status through EZPAY: <u>www.utdallas.edu/ezpay</u>

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- Credit Balances on a students account (e.g. credit from Financial Aid payments after outstanding educational charges are paid) are refunded within about 2-4 days after the credit is incurred.
 - Receipt of electronic refunds is an option and recommended.
 - Students may set up for direct deposit online through EZPAY.
 - Check refunds are mailed out to the billing address.
 - Please make sure your billing address is always current.
 - Students may review the refunds that have been created and the status through the self-service portal of Orion, <u>https://www.utdallas.edu/galaxy/</u>.



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