ASSISTING STUDENTS IN ACHIEVING THEIR GOALS...

BURSAR OFFICE

ORIENTATION
BURSAR’S OFFICE

• 2nd Floor, Student Services Building

• Phone: 972-883-2612

• Email: bursarsoffice@utdallas.edu

• Web Page: http://www.utdallas.edu/bursar/
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/](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
PAYMENT OPTIONS

• Pay Online using EZPAY
  – Visit http://utdallas.edu/ezpay/
  – Credit Card – American Express, Discover and MasterCard Only: 1.90 % convenience fee. We cannot accept Visa for tuition payments.
  – Electronic Check (eCheck), no additional charge

• Pay at the Bursar’s Office
  – Location: SSB 2.300 (Second floor of the Student Services Building)
  – Hours: 9 a.m. - 6 p.m. Monday - Thursday 9 a.m. - 5 p.m. Friday
    • Personal check, cashier’s check, or money order
PAYMENT OPTIONS

• 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 **Installment Plan** ($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 [Payment and Refund Calendar](#) for deadlines
PAYMENT OPTIONS

• Pay Tuition by **Short-Term Loan**
  *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 **Orion** Self-Service for a Short Term loan by choosing “Enroll in Payment Plan” and following the instructions.
• **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 ([https://utdallas.edu/academiccalendar/](https://utdallas.edu/academiccalendar/)). 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: www.utdallas.edu/ezpay

• 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, https://www.utdallas.edu/galaxy/.
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