What to Know About Class Registration and Tuition and Fees
Moderators

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Bursar Office
Registering for Classes

- You can register for classes once your holds are removed
  - View holds in Galaxy
  - In your “Orion Student Center” you can click on “Holds” and view all existing holds on your account
  - Click on the hold for more information and to see what department to contact

- New students need to meet with their Academic Advisor prior to registering
  - utdallas.edu/advisors/
  - Discuss deadlines, requirements, and help you select and register for classes
  - Some students may have an Academic (Department) Orientation
What Can I Do Right Now?

- Registration procedures
  - utdallas.edu/registrar/registration
- Academic program websites
  - utdallas.edu/academics
  - Degree plans, scholarships, career options, faculty information
- Coursebook
  - coursebook.utdallas.edu
  - Class information, syllabi, textbooks, instructor information
  - Search for classes by name, term, section number to see information
Bursar Office

- Responsible for the following
  - Billing students tuition and fees
  - Collecting payment for tuition and fees
  - Providing refunds if applicable

- Contact information
  - Student Services Building, 2nd floor
  - Phone: (972) 883-2612
  - Email: bursar@utdallas.edu
The Basics

- Tuition and Fee rates
  - Students can use this to get an estimate of tuition
    - UtDallas.edu/bursar
      - Click “Tuition and Fees”
      - Click “Tuition Estimate & Statement”
  - Remember to factor in additional fees such as housing.
  - UTD offers Guaranteed Tuition
    - Locks in a student’s tuition rate for 4 consecutive years
    - Based upon the term a student is admitted to the University

- The Bursar Office cannot tell you specifically how much you owe prior to class registration
Additional Fees

- Find additional fees that you will have to pay
  - utdallas.edu/bursar/tuition/fees/

- Common fees
  - Student Health Insurance
    - Pay per term
    - utdallas.edu/insurance/policies/International Student Services Fee
  - Orientation Fee
    - One time payment
  - International Student Services Fees
    - Pay per term
  - International Document Evaluation
    - Required when submitting education documents from other countries
Paying Points to Note

- Tuition and fees will be billed after registering for classes
  - Cannot make any payments prior!
- Payment and Refund Calendar
  - utdallas.edu/academiccalendar/
  - Review payment and refund dates each semester to understand payments and be aware of deadlines

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**Payment and Refund Calendar Spring 2018**

**Bursar’s Schedule**
As of Friday, Dec 8th, electronic bills will be available at www.utdallas.edu/pay. Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in the student system starting January 6th.

**Payment Options**
For details, see http://www.utdallas.edu/bursar/paid/calendars/ha.html

**Due Dates**
Students taking courses in enrolled sessions in the semester should adhere to deadlines for that semester. You must pay by the published deadline to avoid late fees and possible dropping of classes. Students should note that classes will be automatically dropped for non-payment. Please be advised it is the student’s responsibility to confirm that he/she has been dropped from all classes for non-payment to avoid being assessed late fees or penalties. Late tuition and fees balances may be accessed through your account online.

**Grace Period**
If you miss a course to your schedule, you must make a payment the same day or you will be assessed a $100 late fee. Your courses may be canceled.

**UTD Employee Deadline**
Tuesday, January 23rd

**Full-Term Session**

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<thead>
<tr>
<th>Regular Registration Payment Deadline</th>
<th>Wed., Dec. 20</th>
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<tbody>
<tr>
<td>Financial Aid Recipients*</td>
<td>Tuesday, Jan 23</td>
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<tr>
<td>Payment due for beginning</td>
<td>$100</td>
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**1st 8-Week Session Only**

| Registration Payment Deadline | Thursday, Mar. 1 |
| Financial Aid Recipients*     | 943, Mar. 19 |
| Late payment due for beginning | $100 |
|                                    | $100 |
|                                    | $100 |

**2nd 8-Week Session Only**

| Registration Payment Deadline | Thursday, Mar. 6 |
| Financial Aid Recipients*     | 940, Mar. 19 |
| Late payment due for beginning | $100 |
|                                    | $100 |
|                                    | $100 |

*Financial Aid recipients who have not met the necessary requirements have an extended deadline to allow time for them and their classes to be processed, and for financial aid funds to be transferred to the student’s account. If the financial aid funds are not transferred by the extended deadline, alternative payment arrangements must be made to avoid possible cancellation of classes and/or late fees.

**Payment Plans**

- **Installment Payment Plans**
The installment plan allows students to split their tuition and fees into three equal payments. The plan is only available for those students who are enrolled in the full-term session. To enroll you must sign up for the installment contract online through EJAFAY (www.utdallas.edu/ejafay) and pay a minimum of 25% of your tuition plus a $25 service fee by the date below.

- **Payment Due Dates**
- **Early Registration**
  - Jan. 4
  - Regular registration
  - Jan. 4
- **Second installment payment deadline**
  - Feb. 7
- **Third installment payment deadline**
  - Mar. 21

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**Short-Term Loan Payment Deadline**
The short-term loan allows a student to extend their payment deadline and make one lump sum payment. The plan is only available through Career and Student Services. Financial aid must be in payment terms. There is a 15% origination fee to be included in the plan.

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**Refund Schedule**
Refunds for dropping or withdrawing from the University will be prorated across classes begin. The amount depends on whether or not you remain enrolled in other courses. If you drop a class and later withdraw, your refund will reflect the combination of dropped classes and your remaining classes at the time of withdrawal. If you drop all of your courses (withdraw from school), your account balance will be adjusted. This refund policy is set by the Education Code 56.004 of the Texas Statutes.

**Dropping a course(s)**
If you drop a course(s) before the start of at least one other session course, you will receive a 100% refund until the following due dates:
- Full-Term Session: Wednesday, Jan. 24
- 1st 8-Week Session: Tuesday, Jan. 16
- 2nd 8-Week Session: Monday, Mar. 19

**Completions**
If you drop or withdraw from all of your courses for the semester:
- **Full-Term Session**
  - 100% refund through: Monday, Mar. 19
  - 90% refund through: Monday, Mar. 12
  - 85% refund through: Monday, Mar. 5
  - 80% refund through: Monday, Feb. 25
  - 40% refund through: Monday, Feb. 4
- **1st 8-Week Session**
  - 100% refund through: Monday, Jan. 28
  - 90% refund through: Monday, Jan. 21
  - 85% refund through: Monday, Jan. 14
  - 80% refund through: Monday, Jan. 7
  - 2nd 8-Week Session: Monday, Mar. 19
Forms of Payment

- EZ Pay
  - Online payment system
    - Login with your NetID and Password
  - Electronic Check (eCheck)
    - Bank account number and routing number
    - No fee associated
  - Credit Card
    - American Express, Discover, and Mastercard only
    - 1.9% fee
  - Installment Plan
    - $25 one-time fee
    - Split your bill into 3 payments
Forms of Payment

- Check, Cashier’s Check, Demand Draft, Money Order, Traveler’s Check
  - No fee associated

- Flywire
  - International Wire Transfer
  - No Fee associated
  - Available through Orion Self-Service

- Short Term Loan
  - Allows you to take a loan for up to 60 days from Census Day
  - Can cover tuition and course related fees only
  - 1.25% interest
Financial Aid

- utdallas.edu/finaid/aid-programs/
  - Scholarships
    - Financial Aid Office does not offer need based aid
    - Find scholarship listings on site
      - utdallas.edu/finaid/scholarships/
      - utdallas.edu/finaid/scholarships/scholarship-listing/

- Teaching and Research Assistantships
  - Contact your academic department
  - Utdallas.edu/academics

- Questions?
  - Utdallas.edu/finaid
  - financial-aid@utdallas.edu
  - Your academic department
Scholarships

- Credited to your student account
  - Will not be given directly to you
- Scholarships exceeding $1,000
  - Qualifies for in-state tuition rate (per academic year)
  - Initial charge of non-resident tuition rate
    - Will receive a credit on your student account for difference
- Eligible for “Financial Aid Recipient” extended payment deadline
Helpful Tips

- It is not recommended to bring cash as a form of payment
  - Many additional places do not accept cash payments
    - Apartments, deposits for housing or utilities, phone service etc.
- VISA branded travel cards are not accepted for payment of tuition
- Demand drafts should be made out to UT Dallas and they can be for more than actual tuition
- It takes one week from the funding of the Flywire payment for the payment to post to your account
  - Remember to look at payment deadlines to ensure your payment will not be late!
Additional Expenses

- Housing
  - On-campus housing
    - utdallas.edu/housing/
  - Off-campus housing
    - utdallas.edu/icp/housing
    - May have to pay a higher deposit if you don’t have a social security number

- Transportation
  - Comet Cruiser 883 and DART
    - Free for students
  - Car
    - Gas, insurance, parking pass etc.

- Essentials
  - Textbooks
  - Food, toiletries, other housing items
  - Utilities
    - Electricity, internet, phone service etc.
U.S. Banking

- Popular banks in the U.S.
  - Chase Bank
    - chase.com
  - Bank of America
    - bankofamerica.com
  - CitiBank
    - citi.com
  - Wells Fargo *ATM available on campus
    - wellsfargo.com
  - U.S. Bank (U.S. Bancorp)
    - usbank.com

- Things to consider
  - Look for banks in network or who have agreements with your bank in your home country
  - Check bank requirements for opening account without a social security number
Additional Questions?

Bursar Office
bursar@utdallas.edu

Intercultural Programs
ICprograms@utdallas.edu