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, Parking Fines, Library Fines
  - Posting Financial Aid refunds
  - Answering questions about students account
  - Online Services through EZPAY
    - [http://www.utdallas.edu/bursar/payments/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
PAYMENT OPTIONS

• Pay Online using EZPAY
  – Visit [http://utdallas.edu/ezpay/](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, money order, or cash
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)
  – Tuition is divided into three payments
    • First Installment – 34% of tuition + fees
    • Second Installment – 33% of tuition + fees
    • Third Installment – 33% of tuition + fees

• See posted [Payment and Refund Calendar](#) for deadlines
PAYMENT OPTIONS

- Pay by Short-Term Loan

  - 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.
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 extended payment deadline of Census Day of the term but it is the student’s responsibility to make sure all charges are paid by Census Day

- **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 student’s 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.
Bursar’s Office

- 2nd Floor, Student Services Building
- Phone: 972-883-2612
- Email: bursarsoffice@utdallas.edu
- Web Page: http://www.utdallas.edu/bursar/