Spring Registration Payment is Due

Undergraduate Deadline: January 7, 2016 no later than 5:00 p.m.
Graduate Deadline: January 22, 2016 no later than 5:00 p.m.

If payment is not received by the due date, your registration will be canceled.

TAX INFORMATION: Payments must be posted to the student’s account by December 31, 2015 in order to be reflected on the student’s 2015 IRS Tax Form 1098-T. The University will be closed for the holidays December 23 through January 1; however, online payments will be accepted during this time. The IRS Form 1098-T for 2015 will be available by January 31, 2016. You may choose to receive the form electronically. (https://utdirect.utexas.edu/acct/rec/irs1098t/irs1098tconsent.WBX?usys=EM1)

How do I complete my registration online?

Go to the “My Tuition Bill” website in UT Direct and use one of the following methods to complete your registration:
  o eCheck – online payment by check
  o Electronic Funds Transfer
  o American Express, Discover, or MasterCard (subject to a non-refundable 2.3% convenience fee)
  o “Pay with Financial Aid” at the “View Bill” option of My Tuition Bill
  o “Confirm Attendance” at the “View Bill” option of My Tuition Bill if you have a zero bill.
  o Tuition Loan – link to My Tuition Loan from the My Tuition Bill website.

How do I complete my registration in person?

You may make a payment at the Cashier’s Office in MAI 8 Mon.-Fri. 8:30 a.m.-4:30 p.m. using:
  o personal check
  o cashier’s check
  o money order
  o cash

Credit cards are not accepted at the Cashier’s Office.

Where Can I mail a payment?

  o Make checks payable to: The University of Texas at Austin
  o Include the student’s name and EID on the check
  o All payments must be drawn on a bank within the United States of America

Any payment using the US Postal Service:
The University of Texas at Austin
Student Accounts Receivable
P.O. Box 7398
Austin, TX 78713-7398

Any payment sent through a commercial courier such as FedEx, UPS and DHL:
The University of Texas at Austin
Student Accounts Receivable; K5308
110 Inner Campus Drive; MAI 4
Austin, TX 78712
When can I pay my tuition bill?

- Official Spring 2016 tuition bills will be e-mailed to students on November 10, 2015.
- Before November 10, bills are only estimates and cannot be paid. Payment may be made only after tuition bill notices are distributed.

Can I pay my tuition in installments?

Yes, tuition can be paid in three installments.

- The student must electronically sign a promissory note by clicking on the “Installment Plan Note” link at the “My Tuition Bill” website in UT Direct before a partial payment will be accepted.
- The first payment is approximately ½ the total tuition; it is the smaller of the two amounts showing on My Tuition Bill, and includes a non-refundable $15.00 installment fee.

Installment Due Dates:

- First installment payment:
  - Undergraduates – January 7, 2016 no later than 5:00 p.m.
  - Graduates – January 22, 2016 no later than 5 p.m.
- Second installment payment February 19, 2016
- Third tuition installment payment March 25, 2016

### Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 7, 2016</td>
<td>Undergraduate tuition payment due no later than 5:00 p.m. Classes will be canceled for non-payment.</td>
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<tr>
<td>January 15, 2016</td>
<td>Undergraduate tuition payment due no later than 5:00 p.m. for students who registered January 12 – 15. Classes will be canceled for non-payment.</td>
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<tr>
<td>January 19, 2016</td>
<td>Classes begin.</td>
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<tr>
<td>January 22, 2016</td>
<td>Graduate tuition payment due no later than 5:00 p.m. Classes will be canceled for non-payment.</td>
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<tr>
<td>February 3, 2016</td>
<td>12th class day Payment for added classes due. Tuition payment deadline for students registering after January 22.</td>
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<tr>
<td>February 19, 2016</td>
<td>2nd Tuition installment due.</td>
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<tr>
<td>March 25, 2016</td>
<td>3rd tuition installment due.</td>
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<tr>
<td>April 18 - 29, 2016</td>
<td>Summer and Fall 2016 registration.</td>
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<tr>
<td>May 6, 2016</td>
<td>Last class day.</td>
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**How do I know that my payment has been received?**

To verify your payment was received, go to the “My Tuition Bill” web site in UT Direct. When your payment is posted, there will be a message on My Tuition Bill stating that “Your registration is complete and your courses are secure.”

**What If I’m part of a Texas Pre-Paid Tuition Plan?**

- Texas Guaranteed Tuition Plan students must provide a copy of the membership ID card to Student Accounts Receivable the first semester they enroll at UT.
- Texas Tuition Promise Fund plan purchasers must contact TTPF each semester to authorize use of the benefits at “The University of Texas at Austin” prior to submitting their plan information to Student Accounts Receivable. UT receives weekly updates from TTPF.
- The plans pay for tuition only; you are responsible for all other fees.
- If the amount due is zero, you must complete your registration by clicking the “Confirm Attendance” button at the “My Tuition Bill” web site no later than 5:00 p.m. on the due date or your registration will be canceled.

**Tell me more about loans.**

- Tuition Loans are available online at the “Tuition Loans” website in UT Direct. Amounts awarded are applied directly to the tuition bill.
- Cash Loans up to $500 are available. There is a limit of one loan per 30-day period.
- Promissory Notes, required of both Tuition and Cash Loans, are signed electronically at the time the student requests the loan online.
- Interest charged is 4% per year. Repayment is due 30-90 days from the date of the promissory note. Repayment of a tuition loan by credit card is subject to a 2.3% convenience charge.
- For additional information on eligibility and other loan programs, contact the Office of Student Financial Services at (512) 475-6282.

**Tuition Exemptions/Waivers** - Several exemptions and waivers of tuition and fees are available. Check the online Course Schedule, www.utexas.edu/student/registrar/schedules or the Student Accounts Receivable website, www.utexas.edu/business/accounting/sar, for more information.

**What if my payment is returned?**

Returned payments by check, Electronic Funds Transfer (EFT) or eCheck (for any reason) are subject to a $25 service fee. Your registration will be canceled if repayment is not received within 10 calendar days of notice.