



The University of Texas at Austin
STUDENT ACCOUNTS RECEIVABLE
MAIN BUILDING, ROOM 4 (512) 475-7777 FAX (512) 471-0212
www.utexas.edu/business/accounting/sar/

 **Spring Registration Payment is Due** 

Undergraduate Deadline: Jan. 7, 2010, at 5 p.m.
Graduate Deadline: Jan. 22, 2010 at 5 p.m.

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

Please Note: The university offices will be closed Dec. 22, 2009-Jan. 3, 2010. Mailed payments must be received by Dec. 18, 2009 to appear on the IRS Tax Form 1098-T for 2009 tax reporting.

How do I complete my registration online?

Go to "My Tuition Bill" in UT Direct and use one of the following methods to complete your registration:

- eCheck – online payment by check
- Electronic Funds Transfer
- MasterCard, Discover, and now accepting the American Express card (all cards subject to a 1.75 percent convenience fee)
- "Pay with Financial Aid" at the View Bill option of My Tuition Bill
- "Confirm Attendance" at the View Bill option of My Tuition Bill if you have a zero bill.
- [Tuition Loans](#) – link to My Tuition Loan from the My Tuition Bill Web site.

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:

- personal check
- cashier's check
- money order
- cash

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

Can I pay my tuition in installments?

Yes, tuition can be paid in three installments.

- The student must electronically sign a promissory note at "My Tuition Bill" in UT Direct before payment will be accepted.
- The first payment is approximately half the total tuition; it is the smaller of the two amounts showing on My Tuition Bill and includes a \$15 installment fee.

Installment Due Dates:

- First installment payment: Undergraduates – Jan. 7, 2010 by 5 p.m.
Graduates – Jan. 22, 2010 by 5 p.m.
- Second installment payment: Feb. 19, 2010
- Third installment payment: March 26, 2010

How do I know that my payment has been received?

To verify your payment was received, go to "My Tuition Bill" in UT Direct. When your payment is posted, there will be a message on My Tuition Bill stating that your registration is complete.

What If I'm part of the Texas Guaranteed Tuition Plan?

- You must provide a copy of your membership ID card to Student Accounts Receivable.
- Tuition and required fees are covered; you are responsible for all other fees.
- If the amount due is zero, you must complete your registration by confirming attendance at the "My Tuition Bill" Web site by 5 p.m. on the due date or your registration will be cancelled.

Tell me more about loans.

- Tuition Loans are available online at the [Tuition Loans](#) Web site in UT Direct. Amounts awarded are applied directly to the tuition bill.
- Cash Loans up to \$300 are available.
- 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 percent 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 1.75 percent 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 Schedules](#) or the [Student Accounts Receivable](#) Web site 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 cancelled if repayment is not received within 10 calendar days of notice.



Important Dates



January 7, 2010

Undergraduate tuition bills due by 5 p.m.
Classes will be cancelled for nonpayment.

January 19, 2010

Classes begin.

January 22, 2010

Graduate tuition bills due by 5 p.m.
Classes will be cancelled for nonpayment.

February 3, 2010

12th class day
Add bill payment due.

February 19, 2010

Second Tuition installment due.

March 15-19, 2010

Spring Break

March 26, 2010

Third tuition installment due.

April 19-30, 2010

Summer and Fall 2010 registration.

May 4, 2010

Summer Tuition bills distributed electronically

May 7, 2010

Last class day.

May 20, 2010

Undergraduate Summer tuition due by 5 p.m.