



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/>

- Make payment online
- Set up installment plan
- View bills online
- Set up Direct Deposit
- Set up authorized user

The screenshot shows the EZPay website interface. At the top, there is a navigation bar with the UT Dallas logo and the text 'Bursar Office of Budget and Finance'. Below this is a green navigation menu with links for 'Tuition and Fees', 'Payments', 'Refunds', 'Customer Service', 'FAQs', and 'Taxes'. Underneath the menu is a sub-menu with links for 'Payment Options', 'Late Payment / Non-Payment', 'Perkins Loan', 'Third Party', 'EZPay', and 'Student Account Holds'. A search bar is located on the right side of the page. The main content area features the heading 'EZPay' and a description: 'EZPAY is a secure website on which students can manage their tuition finances.' Below this is a 'Log into EZPay' button. A section titled 'Services Available*' lists several services: viewing charges and payments, making secure payments, setting up direct deposit, setting up an authorized user, enrolling in an installment payment plan, and setting up future payments. A note indicates that the EZPAY portal may be down for maintenance on Sundays. Another section titled 'Authorized Users' explains that students can add authorized users to view bills and make payments on their behalf. It provides a list of steps to add an authorized user, including logging in, selecting the 'Authorized Users' tab, clicking 'Add an Authorized User', entering the email address, clicking 'Add User', reading the agreement, and receiving a temporary password. It also notes that authorized users remain active until deleted and provides links for library fines and parking citations.



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.



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 the extended payment deadline for "Financial Aid Recipients" as stated on the Academic Calendar (<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 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.
 - Students may review the refunds that have been created and the status through the self-service portal of Orion, <https://www.utdallas.edu/galaxy/>.



BURSAR'S OFFICE



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