

BURSAR'S OFFICE

******* IMPORTANT INFORMATION *******

E-mail address bursar4students@uthscsa.edu

- ◆ **BURSAR'S OFFICE HOURS** are Monday thru Friday 8:30 a.m. to 4:45 p.m. We are closed on school holidays.
- ◆ The **BURSAR'S OFFICE** is located in room 301L of the Medical School facing the Academic & Administration Building & courtyard.
- ◆ **HOLDS** must be cleared, otherwise enrollment is not possible.
- ◆ **HEALTH INSURANCE** will be assessed on your bill if proof of insurance is not provided to the Student Health Clinic before the **start of the term**.
- ◆ **TUITION AND FEES** must be paid before the **start of the term**.
- ◆ **CHECK** your **ACCOUNT** online when you receive e-mail from Bursar Office indicating your account is ready. You will not receive a paper invoice.
- ◆ **THIRD-PARTY** students please contact the **BURSAR'S OFFICE** or bring your paperwork from the Military or other agency to the **BURSAR'S OFFICE**.
- ◆ Sign up for **DIRECT DEPOSIT** to receive your residual financial aid faster. See details on how to sign up on the other side.
- ◆ **TUITION PAYMENTS** can be made:
 - Only cash and checks are accepted at the Bursar's Office.
 - Credit Card payments are accepted via internet. There will be 2.9% convenience fee for credit card payment and **VISA is not accepted**.
 - Electronic checks are also accepted via internet with no fee. See details on the other side.

Direct Deposit Procedures

To sign up for this service, you need a bank account in the United States and a permanent social security number.

To sign up for direct deposit, log into student self service:

- ❖ Go to <http://inside.uthscsa.edu>
- ❖ Enter your userid and password
- ❖ Answer YES to the security alert
- ❖ Click on Student Administration
- ❖ Click on Self Service
- ❖ Click on Student Center
- ❖ Click on Direct Deposit link

At this point, the system will check if direct deposit information is in the system.

--If direct deposit information is not in the system, a page will display for the student to add bank account information

--If direct deposit information is in the system, a page will display for the student to either change or delete existing bank account information

--If direct deposit information is in the system in the Payroll System, a page will display informing the student to make bank account changes through the Payroll Office.

--Once you have enrolled in direct deposit, there is a 10 calendar day waiting period before it becomes effective. This allows the school time to send a validation file (called a pre-note) to the various banks. After the pre-note is confirmed, all future payments will be made via direct deposit.

Online Payment Procedures

This must be done on a PC and on Internet Explorer.

To make a payment with a credit card or by check, a student must log into self service:

- ❖ Go to <http://inside.uthscsa.edu>
- ❖ Enter your userid and password
- ❖ Click on sign in
- ❖ Answer yes to the security alert
- ❖ Click on Student Administration
- ❖ Click on Self Service
- ❖ Click on Student Center
- ❖ Click on Make a Payment link
- ❖ At this point, select either Pay by Credit Card or Pay by Electronic Check
- ❖ After selection, student will be taken to the CashNet site to provide the necessary information to make a payment or to set up a parent as a user.

Once "Submit Payment" has been selected, the payment is reflected in the student account. The student will receive an e-mail confirming the payment.