

Reminders from the University of the Incarnate Word Business Office

Health Insurance Waivers

If a domestic student has his/her own private insurance, an insurance waiver form may be submitted to waive the student health insurance coverage. The insurance waiver form must be submitted online no later than **31 Aug 2015**. A link to the waiver is available at www.sas-mn.com.

Additional information about Student Health Insurance: <http://www.uiw.edu/health/hinsurance.html>

Work-Study Direct Deposit

Students may authorize the University of the Incarnate Word to directly deposit their work-study checks into their student account. Students must complete the form every semester for this option.

To enroll in this option, please complete and submit the Work-Study Check Deposit Authorization Form:

<http://uiw.edu/busoff/forms.html>

Parking Permit Fees

All parking permits must be ordered online prior to being picked up in the Business Office. The annual cost of the permit will be assessed on your student account when your permit is ordered online from the Business Office. Parking decals must be picked up prior to the expiration of the temporary permit.

Additional information about Parking: <http://www.uiw.edu/busoff/parking.htm>

Student Refunds

Student refunds will be processed after the 100% add/drop date for the semester. If you would like to expedite the process by receiving your refund directly to your bank account, please enroll in direct deposit. Please keep in mind that if you receive a refund, it does not necessarily imply that your student balance is \$0. If you have not completed the Payment Authorization Form (see Title IV Federal Funding section below), some charges beyond tuition and fees may still have an outstanding balance on your student account.

Direct Deposit Enrollment Form: <http://uiw.edu/busoff/forms.html>

Additional information about Student Refunds: <http://www.uiw.edu/busoff/refunds.html>

Title IV Federal Funding

Students may authorize the University to apply any excess funds to satisfy other outstanding charges beyond tuition, fees, etc., such as laptop, parking fines, or library fines. To do so, the student will need to complete the Payment Authorization Form and return it to the Office of Financial Assistance.

Payment Authorization Form: <http://www.uiw.edu/finaid/documents/201314PaymentAuth.pdf>

Payment Plans

The UIW Summer and Fall Payment Plans will be available beginning on **4 May 2015**. All students enrolled for Summer 2015 must enroll in a payment plan no later than **15 May 2015**, or pay their balance in full by the first day of class. All students enrolled for Fall 2015 must enroll in a payment plan no later than **15 August 2015**, or pay their balance in full by the first day of class. The enrollment fee for the payment plan is \$50 and is non-refundable. All payment plans will offer the most flexible payment option available at the time of enrollment, dividing the balance between the next scheduled payment through the final due date (Summer final due date is July 1st/Fall final due date is November 1st). The payment amount will be the *minimum amount due* per month. Students may opt to make larger payments or pay off their balance sooner without penalty. Students who enroll after the enrollment deadline, or who do not make the minimum payment, may have late fees assessed on their account. Late fees are assessed after the 15th of each month.

Note: Students who wish to take advantage of a 6 month *Fall* payment plan must enroll no later than **15 May 2015**.

Additional Payment Plan Information: <http://www.uiw.edu/busoff/how2pay.htm>

Tuition Discounts

Tuition discounts are available for part-time/full-time undergraduate or graduate students who qualify. It is the responsibility of the student to apply for tuition discounts *each semester*. The student and his/her family must apply using the appropriate form(s) and provide all the necessary information to complete the application for discount consideration. Discounts may not appear on the student

account until after the 100% refund deadline for the semester. Discounts on the student account are subject to change based on eligibility requirements.

Additional information about Tuition Discounts: <http://www.uiw.edu/busoff/tuifeespg.htm>

Family Rights & Privacy Act of 1974 (FERPA) Release

FERPA provides for the confidentiality of student education records. The University of the Incarnate Word may neither disclose certain educational information concerning students nor permit inspection of their education records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. In order for the Business Office to conduct business with anyone other than the student, a FERPA release must be on file allowing access to those persons. If you would like others to be able to call on your behalf to discuss your student account, please complete and submit the FERPA release form (the form must be signed in person at the office where it is being submitted).

FERPA Release Form Information: <http://www.uiw.edu/registrar/FERPA.html>

Business Office Holds

The Business Office may place on a hold on your account for various reasons at varying times in the semester. Each hold will vary in how it affects your student account, your requests for transcripts, or your eligibility for registration. In order to clarify how these holds affect you, please see the descriptions below:

Hold Code	Hold Description	Hold Reason	Effect on Transcript Requests	Effect on Registration
BO	Contact the Business Office	Balance owed.	Not allowed.	Not allowed.
LO	Perkins Loan Office Hold	Loan exit paperwork required/loan defaulted.	Not allowed.	Not allowed.
PA	Payment Plan	Payment plan active.	Transcripts allowed.	Registration allowed.
TF	Electronic 1098T Form Selected	1098T will only be delivered electronically.	Transcripts allowed.	Registration allowed.
WO	Write-off Hold (Collections)	Payment arrangements defaulted.	Not allowed.	Not allowed.