

UNIVERSITY OF THE INCARNATE WORD®

# NEW STUDENT ORIENTATION

[www.uiw.edu/orientation](http://www.uiw.edu/orientation)





Business Office



# Student Financial Responsibility Agreement

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All students are required to accept the University of the Incarnate Word Financial Responsibility Agreement prior to registering each semester. The agreement outlines the financial terms and conditions associated with course registration.

# How will the Business Office communicate with me throughout the semester?

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- **Our official means of communication is through your Cardinal email account**
  - Balance notifications (e-Bills)
  - Important updates & reminders
  - Student inquiries
- **When sending an email please include your:**
  - Student ID number (not your SSN)
  - Phone number
  - This will help us access your account and better assist you



# Parking Permits

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Parking permits are required for ALL vehicles parking on the UIW campus.

- To request a parking permit
  - Log into your Cardinal Apps portal and select the Cardinal Cars application
  - Select Get Permits or Add/Edit A Lot Waitlist
    - Vehicle Registration: License plate number, Year/Make/Model, Color, Type
- The annual cost of the permit is assessed to your student bill after your vehicle is registered, and permit is selected
- 2020-2021 Permit Fees:
  - Commuter Permit- \$250.00
  - Resident Permit- \$680.00
  - Daily Permit- \$5.00 per day

# Parking Permits

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- Student can register multiple vehicles but may only have one vehicle on campus at a time (One virtual permit)
- Open parking: Jun 1st – July 31st, 2020 (permits not required).
- Any vehicle not registered and/or that does not have a valid virtual permit is subject to a parking fine
- Students not parking on campus should NOT register a vehicle

# Payment Options

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## When is tuition due?

- Tuition is due on or before the 1<sup>st</sup> day of the semester
- August 24, 2020

## How can I view my bill?

- Email notifications are sent when eBills are published
- Sign into your Cardinal Apps portal and visit the CASHNet application to view your eBills.
- Student bills can be requested directly from the UIW Business Office

# Payment Methods

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## In-person Payments

- Cash, Checks, Cashier's Checks, Money Orders
- Mailing Address:
  - 4301 Broadway
  - CPO #291
  - San Antonio, TX 78209
  - *\*Student ID number must always be included*

## Online Payments

- Credit/Debit Cards
  - Visa, MasterCard, Discover, American Express
  - 2.75% fee for all domestic credit/debit cards
  - 4.25% fee for all international credit/debit cards
- Electronic Check (ACH Payment)
  - No fees!



# Payment Plans

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The University of the Incarnate Word Business Office offers a flexible payment plan option for all students.

- Cost
  - \$50.00 *Enrollment Fee*
  - Paid when enrolling in a payment plan
- No penalty for larger payments or paying ahead of schedule
- New payment plan every semester
  - Payment plans will NOT roll over semester to semester

# Payment Plans

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Fall 2020 Payment Plan		
Payment Plan Length	Deadline to Enroll	Start Date
6 Months	May 25, 2020	June 1, 2020
5 Months	June 25, 2020	July 1, 2020
4 Months	July 25, 2020	August 1, 2020
3 Months	August 25, 2020	September 1, 2020

*\*Payments due on the 1st of each month*

X CLOSE

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QUICKLINKS

Cardinal Apps

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UIW Libraries

Student Disability Services

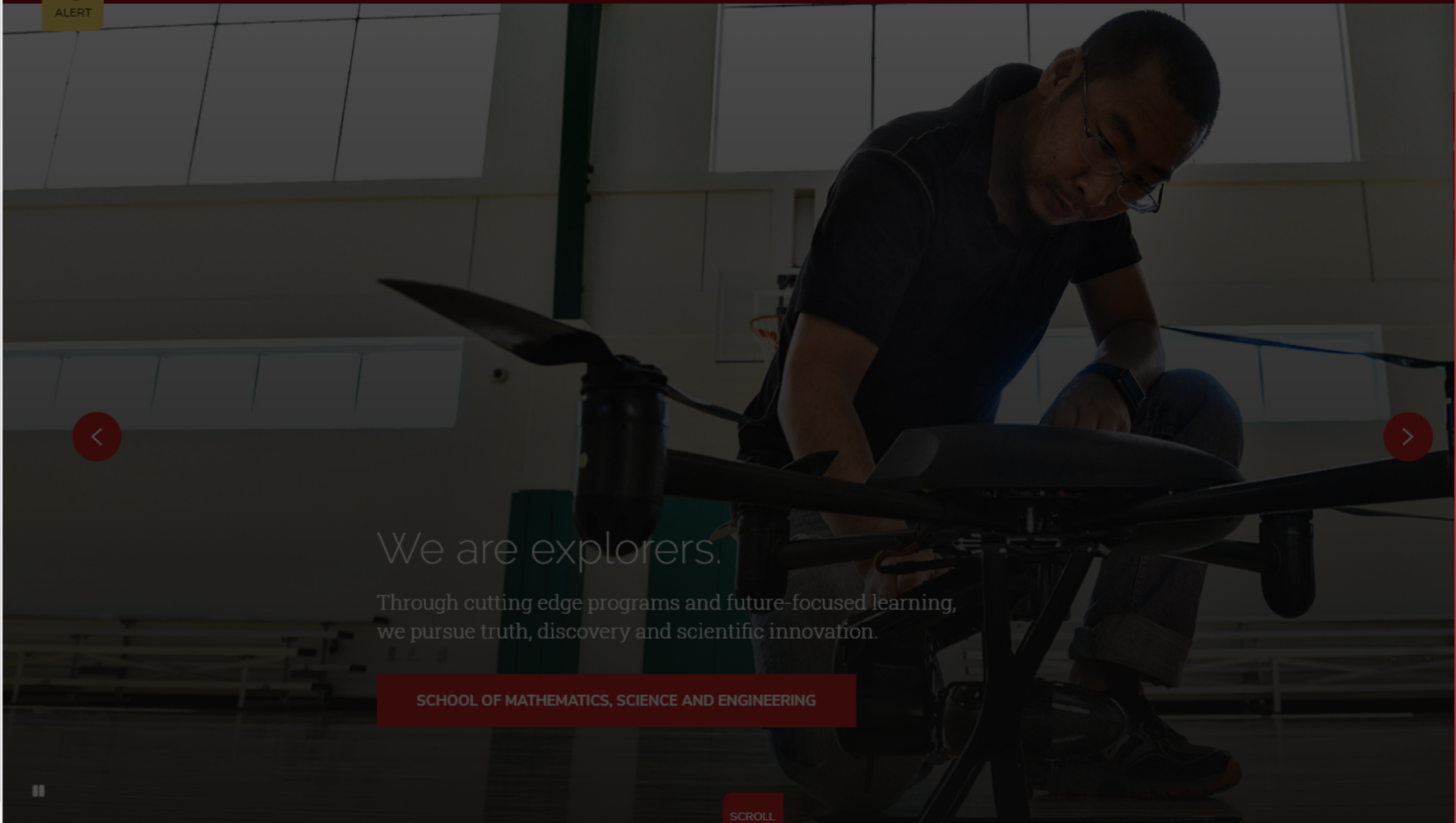
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Quick Access

 BannerWeb Self Service	 Vehicle Registration	 UIW Print Anywhere	 Register for Courses	 ePayment Center	 Manage Your Phone
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Cardinal Apps - Main

Cardinal Apps - Banner

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 Employee Mail	 Employee Office Portal	 View Quarantined Emails	 Learning Management System	 Manage Your Phone	 UIW Print Anywhere
 Web Conferencing	 Virtual Academic Computer Lab	 Electronic Forms and Signatures	 UIW Emergency Alerts	 ePayment Center	 Vehicle Registration
 Cardinal Talent	 Campus Organizations and Events	 Community Service	 Security Awareness Training	 Class, Event & Space Resource Management	 Student Success Early Alerts
 Interactive Classroom Polling	 Career Services	 Financial Literacy	 VA Certification Form	 Download Adobe Software	 DASH - IR Data (VPN Required)

Student Name

Have a Business Office hold?

Find out what it means here!

CREDIT CARD CONVENIENCE FEES-Effective June 1, 2017

Credit Card convenience fees will begin to be charged on transactions on June 1, 2017. Domestic cards used will be required to pay a 2.75% convenience fee, and any international cards used will be required to pay a 4.25% convenience fee of the total payment made. ACH payments (electronic checks) will NOT be charged.

Messages

University of the Incarnate Word Student

Your Account

Late fees are applied on the 15th of each month.

Previous Term Balance	\$0.00
Current Term Charges and Payments	\$3,250.00
Current Term Pending Financial Aid Credits*	\$0.00
Future Term Charges and Payments	\$11,190.00
Total Amount Due	\$14,440.00

[Make Payment](#)

[Current Tuition Bill/Class Schedule](#)

\* financial aid credits cannot be applied to previous term balances

Your Recent Payments

You have no recent payments. [View All](#)

Items for Purchase

[View All](#)

UIW Commuter Meal Points

Students may purchase meal points in increments of \$25.00 plus tax. Payment...

[UIW CLEP Test](#)

[UIW CNL Test](#)

Parent or Authorized User PINs

You currently have no Parent PINs set up. [Add New](#)

Your e-Bills

[View All](#)

To view all your bills click 'View All'.

- Scheduled Invoice ... 05/01/2020 [View](#)
- Scheduled Invoice ... 05/01/2020 [View](#)
- Scheduled Invoice ... 04/20/2020 [View](#)

Installment Payment Plans

\*Summer 2020 - Tuition is due on the first day of class OR you

must enroll by the 25th of the month in order for payment to

be due on the 1st of the next month. (i.e. enroll on 04-25-20

and 1st payment will be due on 05-01-20).

Students who enroll after the enrollment deadline (100% drop

date), or who do not make the minimum payment, will have late

fees assessed on thier account. Payments are considered late after the 10th of the month and are subject to a late fee.

\*Fall 2020 - Tuition is due on the first day of class OR you

must enroll by the 25th of the month in order for payment to

be due on the 1st of the next month. (i.e. enroll on 5-25-20

and 1st payment will be due on 6-1-20).

Students who enroll after the enrollment deadline (100% drop

date), or who do not make the minimum payment, will have late

fees assessed on their account. Payments are considered late after the 10th of the month and are subject to a late fee.

Additional Payment Plan Information:

<https://my.uw.edu/business-office/view-pay-your-bill.html>

[Enroll in the Summer 2020 Monthly Payment Plan](#)  
[Enroll in the Fall 2020 Monthly Payment Plan](#)

# Health Insurance

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- Students enrolled at full-time status, will automatically be enrolled in UIW's health insurance plan, provided by Wellfleet. The policy fee will be reflected on the student bill. Students who currently have health insurance, or are on their parent's health insurance, will have the opportunity to submit a waiver to have the fee removed.
  - [Summary of Benefits](#)
- International students are required to maintain the UIW health insurance provided by Wellfleet. Per University of the Incarnate Word policy, international students are not allowed to waive the coverage.



# Health Insurance Waiver

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**\*\*WAIVER DEADLINE\*\***

**September 13, 2020**

- How to Waive Coverage
  1. Visit the link
  2. Click on the **Enroll Dependents or Waive**
  3. Select Create a New Account and enter the following information
    - Last Name
    - UIW Student ID (do not include W0)
  4. You will be redirected to your Wellfleet account where you can proceed to the waiver application

*\*We recommend using your Cardinal Email when fill out the application*

< BACK LOGOUT

Current Record: Fall

History: Fall - 2020/2021 active

Quick Links

University of the Incarnate Word  
4301 Broadway Street  
San Antonio, TX 78209

ACCOUNT INFORMATION

Name: STUDENT NAME

Insurance ID:

DOB:

Gender:

Email:

Password: [change]

Confirmation #:

Record Created By: IMPORT

Last Login: 8/3/2020

School ID: 0000000

Enroll Status / Plan Type: Active - MAN ⚠ - Waive



POLICY INFORMATION

Coverage Period: Fall

Record Year: 20/21

Coverage Dates: 8/1/2020 - 1/31/2021

Coverage: SHIP

Class : Undergraduate

Citizenship: Domestic

Coverage Type: S

Designation: None

Plan Number:

# Health Insurance Waiver

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- Once the Waiver is Submitted
  1. A confirmation email will be sent to the email address you provided
  2. A notification email of approval will follow 1-2 days
  3. Please allow 5-7 business days from notification of approval for the waiver to be applied to the student bill

*\*Please contact our office if you have any issues with the waiver application or need assistance*

**Business Office**[1098T](#)[Bookstore Credit](#)[Change of Address](#)[Student Refunds](#)[Financial Responsibility](#)[Forms](#)[Parking](#)[Petty Cash Guidelines](#)[Ralston, Nursing, and Perkins Loans](#)[School of Professional Studies](#)[Tuition and Fees](#)[Tuition Discounts / Third Party Billing](#)[View Your Bill / How to Pay](#)[Health Insurance](#)**Health Insurance**

All full-time, main campus students (undergraduate 12 or more hours, graduate 6 or more hours, all professional programs, and PhD programs 6 or more hours) and ALL international students (enrolled in 1 or more credit hours) are automatically billed for student health insurance.

Domestic students may waive (\*annually) the school-sponsored insurance by demonstrating comparable health insurance coverage. International students do not have the option to waive the student health insurance.

Students who fail to submit an insurance waiver by the posted deadline will be responsible for the full premium amount.

**\*ALL eligible students must complete and submit a health insurance waiver annually, prior to the fall semester deadline.**

[Summary of Benefits Flver-Cur](#) currently under revision and will be uploaded soon

[Health Insurance Waiver](#)

**Insurance Waiver Deadlines**

- **Annual / Fall Semester: September 13, 2020**
  - Valid for Fall, Spring, and Summer
- **Spring / Summer Semester: January 31, 2021**
  - Valid for Spring and Summer
  - Only for new / transfer students

**How to Waive Coverage**

1. Visit the link [Health Insurance Waiver](#) link provided above.
2. Click on the **Waive for New Domestic Students** button under the Enroll or Waive section.
3. Check the box to agree to the terms of the waiver.
4. Click the **Waive** button to proceed to the waiver application, and fill out the required information.
  - We recommend using your Cardinal Email when filling out the application.

# Business Office

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## Location:

Administration Building

Room 190

## Office Hours:

Monday-Thursday 8am-6pm

Friday 8am-5pm

## Contact Us!

P: (210) 829-6084

E: [busad@uiwtx.edu](mailto:busad@uiwtx.edu)





**GO  
CARDS!**