

# Business Office

## Parent Authorized User PINs in UIW Payment Center

Students have the option to grant access to parents or other individuals to the UIW ePayment Center. Parents/individuals may be authorized to set up payment plans, make payments, access electronic 1098-T forms, access eBills and receive bill email notifications.

1. Sign into your [Cardinal Apps](#) portal
2. Visit the CASHNet application to access your ePayment Center
3. Locate the *Parent or Authorized User PINs* section in the bottom left hand corner
4. Click *Add New* to add an authorized user to your ePayment Center
5. A welcome email will be sent to the email address entered with a login ID, temporary password, and a link to access the UIW ePayment Center

## Title IV Federal Funding

Students may authorize the University of the Incarnate Word to apply excess Title IV funds to satisfy other outstanding charges beyond tuition & fees, such as health insurance, parking permits, fines and other non-course fees. To do so, students must complete a Payment Authorization Form and return it to the Office of Financial Assistance. Please contact the Office of Financial Assistance at (210) 829-6008 or [finaid@uiwtx.edu](mailto:finaid@uiwtx.edu).

## Work-Study Direct Deposit

Students may authorize the University of the Incarnate Word to deposit their work-study checks into their student account to pay toward tuition and fees. Students must complete the *Work-Study Check Deposit Authorization Form* every semester for this option.

Work-Study Check Deposit Authorization Form: <https://my.uiw.edu/business-office/forms.html>

## 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), some charges beyond tuition and fees may still have an outstanding balance on your student account.

1. Sign into your Cardinal Apps portal
2. Visit the Banner 9 My Profile application
3. Click on Direct Deposit and enter the required information under Accounts Payable Deposit

Additional information about Student Refunds: <https://my.uiw.edu/business-office/e-refunds.html>

## 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. 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 visit Banner 8 Self Service on your Cardinal Apps portal and click on the *Proxy Services* tab.

FERPA Release Form Information: <https://my.uiw.edu/registrar/ferpa.html>

# Health Insurance Waiver

Open: May 1, 2020  
**Deadline: September 13, 2020**

[Wellfleet Homepage](#)

## How to Waive Coverage

1. Visit the [Health Insurance Waiver](#) link
2. Click on the Waive section and select the Domestic Students ONLY-Waive button
3. Check the box to agree to the terms of the waiver
4. Proceed to the waiver application and fill out the required information
  - a. We recommend using your Cardinal email when filling out the application

A confirmation email will be sent to the email address provided. A notification of approval will follow within 1-2 business days for most. Please allow 5-7 business days from notification of approval for the waiver to be applied to the student bill.

