

Texas A&M University Corpus Christi

New Student Information

Fall 2025

businessoffice.tamucc.edu



New Student Essentials



Select a button above to explore the topic of your choice.

Texas A&M University - Corpus Christi

Welcome to Texas A&M University – Corpus Christi

The Bursar's Department at Texas A&M University–Corpus Christi is here to support students and families in understanding of their student account and payment options. The Bursar's Office is responsible for the assessment and collection of tuition and fees for the university.

The department is made up of two key offices:

Business Office

Handles payments, refunds, installment plans, emergency loans, 1098-T tax forms and financial transactions related to your student account.

Accounts Receivable Office (ARO)

Manages exemptions, waivers, third-party billing, collections and student account holds.

- Located on the 1st floor in the Student Services Center
- Contact us: Business.Office@tamucc.edu | 361.825.2600, opt #5



Tuition and Fees



Guaranteed
Tuition Plan



Annual Tuition Rate Plan



Tuition and Fee Calculations

Guaranteed Tuition Plan

- **Guaranteed Tuition Plan** is a plan that locks Tuition and Mandatory Fees for four consecutive years.
 - **Excludes:** course specific fees, three peat fees, excess credit hours fees, other non-mandatory fees, room and board, books and supplies, etc.
- Available for Undergraduate Resident students only
- Incoming students are assigned a Guaranteed Tuition Plan cohort based on when they enroll for the first time which will designate which tuition rates apply to them
- The 4-year plan consists of 12 consecutive semesters
 - Summer is considered one semester
 - The Fall 2025 cohort will expire at the end of Summer 2028
 - Students, in this cohort, who are still enrolled in Fall 2028 in an undergraduate program will be placed in the **Annual Tuition Rate Plan**

Annual Tuition Rate Plan

- Undergraduate Resident students who attend TAMUCC for the first time may choose to <u>opt out</u> of the 4-Year Guaranteed Tuition Plan
- The Annual Tuition Rate Plan does not guarantee the tuition and fee rates, each Fall the rates may increase
- Deadline to opt out of the 4-Year Plan for Fall 2025 is <u>September 10</u>,
 2025
- Once a student has chosen to opt out of the 4-Year Plan the decision is final
- To <u>opt out</u> of the 4-Year Guaranteed Tuition Plan log into <u>SAIL</u>
 - 1. Login to SAIL
 - 2. Click on Student
 - 3. Click on Student Account
 - 4. Click on View Tuition Rate Code

Tuition and Fees Calculations

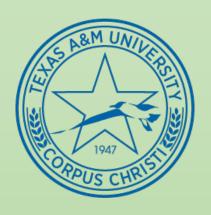
Tuition and Fees are calculated based on several factors:

- Number of Credit Hours
- Residency (Resident or Nonresident)
- Level of Student (Undergraduate vs Graduate)
- Major
- Cohort
- Enrolled Courses (Course Specific Fee Lab, Field Trip, E-Line, etc...)
- Instructional Method (Online vs Face-to-Face)
- Citizenship (International vs US Citizen)

Other Fees

- Parking Permits
- Transcript Fees
- Application fees
- Etc...
- Tuition and Fee tables, as well as a list of other fees that students may be assessed based on their requests or actions, can be found on the Business Office website.
- http://businessoffice.tamucc.edu/tuition_and_fees%20/index.html





Housing & Meal Plans





Housing Contract Fees

- Housing Contract Fees will be added to student's University account for Miramar and Momentum Village.
- Housing contract fees for Fall 2025 will be due on <u>August</u> 19,2025, which is the same day as Tuition and Fee and Mandatory Meal Plan.
- Student can enroll in an installment payment plan that would include their housing contract fees that are added to their account.
- Student's who receive Financial Aid, the funds will be applied to Tuition and Fees, followed by Meal Plan and finally Housing Contract Fees.

Meal Plans – Fall 2025

- Meal Plans for students living in <u>Miramar</u> will be added to their Business Office student account based on their assigned room
 - Payment will be due same day as Tuition and Fees, <u>August 19, 2025</u>
- Changes to the assigned room will affect the type of meal plan assessed
- Students who are not living on campus can buy one of the meal plans but will be required to pay for their choice in full prior to activating the meal plan
- On campus students can upgrade their meal plan
- Meal Plans can be included in the installment payment plan in the Fall and Spring terms
- For more information go to the Meal Plans website: https://www.tamucc.edu/finance-and-administration/auxiliary-services/islander-dining/index.php or contact the SandDollar Office at 361.825.5978





Payment Options





Payment Methods



Payment

Tuition



Deadlines



Payment Options



Installment Plans





Emergency Loans



SFA Book Billing

Accepted Payment Methods

Online (SAIL)

- Personal Checks (No Fee)
- Credit Cards (2.30% Service Fee)
 - Master Card
 - American Express
 - Discover Cards

In Person

- Cash
- Checks Converted to ACH
- Cashier's Check or Money Order
- Debit Card Must have Pin Code

Also considered a method of Payment:

- Financial Aid Loans, Scholarships and Grants
- Third Party Sponsored Payments

Exemptions & Waivers:

Reduce Tuition and Fees



Know Your Tuition Payment Deadlines

- Fall 2025 Payment is Due August 19, 2025
 - Tuition, Fees, Meal Plans and Housing are due on this date, including any other charges on the account like Parking Permit and Orientation Fee.
 - Payments not received by due date will be assessed a \$50 late payment fee
 - If a student is canceled for non-payment and is allowed to re-register a \$100 reinstatement fee will be assessed
- Students must have one or more of these payment options in place on or before payment due date:
 - Paid in full
 - Enrolled in a payment option:
 - Installment Plan and 1st payment made or
 - Emergency Tuition Loan
 - Completed all Financial Aid Requirements and authorized aid is enough to cover the 1st payment of the installment
- Registration for classes, on or after the payment due date Payment <u>is due at</u> that time
- Payment deadlines can be found on the Business Office website:

https://businessoffice.tamucc.edu

Payment Options

Tuition and Fees

- Two different payment options for students who are unable to pay in full or whose financial aid does not cover in full or is not finalized by the payment due date
- A student can only enroll in one or the other but not both payment options
 - Installment Payment Plan
 - Emergency Tuition Loan

Books

- TAMUCC also offers two options in assisting students to purchase books at the University Bookstore
 - Emergency Book Loan
 - Financial Aid Bookstore Billing
- On Campus Housing & Mandatory Meal Plan
 - Can be included in the installment plan but cannot be coved by the Emergency Tuition Loan.

Installment Plan

- A 4-Payment Installment Plan (25% per installment) is available in Fall and Spring terms for Tuition, Mandatory Fees, Course Fees, Mandatory Meal Plans only and on campus Housing Contract Fees.
- A \$20 enrollment fee is assessed at time of enrollment. Any installment that is not paid on or before the due date a \$25 late payment fee per late installment will be assessed.
- Students who want to enroll in the installment plan will do so through the Bill/Payment Suite in <u>SAIL</u>.
- Installment Payment Due Dates Fall 2025
 - 1st August 19, 2025
 - 2nd September 23, 2025
 - 3rd October 14, 2025
 - 4th November 11, 2025

Emergency Loans

- An Emergency Loan is a short-term loan that a student borrows from the Business Office, which is due within the term.
- There are two types of emergency loans:
 - Emergency Tuition Loans
 - Emergency Book Loans
- The Tuition Loan will pay Tuition, Mandatory Fees and Course Fees (will not cover Mandatory Meal Plans or Housing Contract Fees) after any financial aid has applied.
- Book Loan max for full time student is \$600 which is place on student's SandDollar ID to be utilized at the University Bookstore
- A \$25.00 processing fee is assessed for each loan. A \$25 late fee per loan will be assess for any loan not paid in full by due date
- Funds are <u>LIMITED</u> and will be issued on a first come first served basis

Emergency Loans Continued

- An <u>Emergency Loan Master Promissory Note</u> must be completed and on file with the Business Office before a student can enrolled in the Tuition Loan or apply for the Book Loan.
- Tuition Loan will be available through the Bill/Payment Suite in <u>SAIL</u>, once the Business Office is accepting applications.
- The <u>Book Loan Application</u> is submitted to the Business Office.
- The MPN and Book Loan application are located on the Business Office website: http://businessoffice.tamucc.edu/forms.html
- Emergency Loan Dates Fall 2025

Begin Enrollment/Accept Applications July 28, 2025

Payment Due October 14, 2025

Booke Loan Expires September 9, 2025

Financial Aid Bookstore Billing

This program allows qualified students to use their excess authorized financial aid at the University Bookstore to buy textbooks and school supplies during a designated time period prior to classes beginning and the disbursement of excess funds.

- Student must have \$100 minimum excess of funds to qualify
- Maximum amount of \$750, dependent on amount of available excess funds
- Amount spent at the bookstore will be placed as a charge on the student's account
- Student will be able to order books online and choose to pay with Financial Aid
- Charges will be added to the student's account and paid once aid disburses

Fall 2025 – Availability Dates 07/28/2025 - 08/15/2025





Third-Party Billing, Exemptions & Waivers





THIRD-PARTY
SPONSORED BILLINGS





EXEMPTIONS & WAIVERS





EXEMPTIONS & WAIVERS REQUIREMENTS

Third Party Sponsored Billings

- A Third-Party Billing is a payment agreement between the student, university and the student's sponsor.
- A Third-Party Sponsor is not an individual (e.g. parent, grandparent, etc.) but a company or agency.
- Only Tuition and Fees, Meal Plan or Housing can be billed to a sponsor. Billing of books contact the Campus Bookstore.
- A student, who has an approved sponsor that will be paying, <u>must</u> turn in the documentation (e.g. voucher, letter, purchase order, etc...) to the Accounts Receivable Office (ARO) <u>prior to the payment due date each semester</u>. If the documentation is not received prior to the due date the student will need to pay to avoid late fees and/or cancellation of classes.
- If a student is not sure if their sponsor is an approved agency contact ARO.
- Sponsored Billings are counted as a financial aid resource which may require aid to be adjusted.
- Some Examples of Third-Party Billings:
 - Texas Guaranteed Tuition Plan
 - Texas Tuition Promise Fund
 - Department of Assistive Rehabilitative Services (DARS)
 - AmeriCorps
 - Dept. of Veteran's Affairs

Exemptions and Waivers

- Exemptions are programs authorized by state statute that allow a student to pay a reduced amount of tuition and/or fees.
- <u>Waivers</u> are programs authorized by state statute that allow a nonresident student to pay
 the same rate of tuition as a resident of Texas.
- Exemptions and Waivers will be counted as a resource for a student's financial aid award which may require aid to be adjusted.
- A student who is eligible for an exemption or waiver <u>must</u> turn in the documentation to the Accounts Receivable Office (ARO) <u>prior to the payment due date each semester</u>.
- Some exemptions and waivers approvals are sent to ARO by another university office (e.g. Hazlewood – Veteran's Office, Competitive Scholarship Waiver – Scholarship Office).
- Examples of Exemptions and Waivers:
 - Hazlewood Exemption
 - Blind Exemption
 - Deaf Exemption
 - Competitive Scholarship Waiver
 - Foster/Residential Care Exemption
 - Military Waiver

Exemptions and Waivers – Requirements

Satisfactory Academic Progress (SAP)

- Most Exemptions and some Waivers will have SAP requirement.
- Students must meet the Grade Point Average of the University Financial Aid SAP policy (https://www.tamucc.edu/cost-and-aid/financial-aid/satisfactory-academic-progress.php).
- SAP is primarily reviewed at the end of each Spring unless the student is on probation, then it is reviewed every semester.
- A student SAP status can be appealed with the Financial Aid Office.

Selective Service Registration (SSR)

 All Waivers and most exemptions will require the male students receiving the benefit to have registered for Selective Service.

Excessive Hours

 Students whose total attempted hours are more than 30 hours or more over the required number of hours for the degree they are seeking will no longer be eligible to receive their exemption.

Topics Slide

Students who are not meeting all the requirements for their exemption or waiver will NOT be able to use the benefit.



Drops, Withdrawals & Refunds









Drops and Withdrawals

- A <u>Drop</u> is when a student drops one or more classes but remains in at least one course.
- A <u>Withdrawal</u> is when a student withdraws from all classes and is no longer enrolled for the term.
- When a course is *Dropped* prior to the census date at the beginning of the term the student may be eligible for 100% refund of tuition and fees.
- When a student Withdraws from the semester, refunds are broken down into percentages at the beginning of the term. Only withdrawing prior to the beginning of the semester will give a 100% refund.
- Drops and Withdrawal refunds are calculated based on the amount charged, not the amount paid.
- Drop and Withdrawal dates are based on the length of courses, not the number of days the class meets. The calculation of those dates is determined by the Texas Higher Education Code not the university.
- Dropping a class or Withdrawing from the university does not release a student's financial responsibility for the balance owed.
- *Drop* and *Withdrawal* dates and percentages are located on the Business Office website.

REFUNDS

- A <u>Refund</u> is a credit balance on the account after all charges have been paid
- Reasons for refunds to be generated:
 - Withdrawal from the University
 - Dropping a class
 - Financial Aid change (Grants, Loans, Scholarships)
 - Overpayments & other adjustments
- Refunds are processed twice a week
 - by <u>Direct Deposit</u>, <u>Check</u> or <u>BankMobile Vibe Account</u>
 - A tentative refund schedule is located on the Business Office website
- Refunds are distributed to student via the selected refund method by our partner BankMobile
- Refunds processed in error must be returned
- 1st set of refunds for Fall 2025 will be release approximately August 22nd for those with credits as of 10 am on August 19th

Financial Aid Flow to Refund Process

Financial Aid

- •Complete FAFSA
- Accept Aid
- •Complete Requirements
- •Aid Disburses to Account

Registration

•Register for Classes

Business Office

- Tuition Calculated
- Aid Applies to Tuition
- •Refund posted to Account for Excess Aid
- •Submit Refund File to BankMobile

BankMoible

- •Receives Refund File
- •Send Refund to students based on Refund Preference

Student

•Student receives Refund via Direct Deposit, Mailed Check or BankMobile Vibe Account

Go To Topics Slide



Online Tools



STUDENT BUSINESS OFFICE ACCOUNT





BILL/PAYMENT SUITE FEATURES



SAMPLE ONLINE BILL





BUSINESS OFFICE WEBSITE

Student Business Office Account

- Bill/Payment Suite Student Payment Portal
- <u>Flywire</u> International Student Payments
- Student Refunds BankMobile website
- View 1098-T ECSI website
- View FRA Statement View and Sign the Financial Responsibility Agreement
- <u>View Tuition Rate Cohort</u> View the Tuition Rate Cohort assigned to student, incoming Texas Resident Freshman have until census date of first term to opt out of Guaranteed Tuition Plan for the Annual Tuition Plan

How to get to Student Business Office Account

- Login to <u>SAIL</u>
- Click on <u>Student</u>
- Click on <u>Student Account</u>



Online Features for SAIL Bill/Payment Suite

- Electronic Bills (<u>No Bills are Mailed</u>)
- Text Messaging
- Enroll in:
 - Installment Plan
 - Emergency Tuition Loan
- Payment History
- Account Detail
- Authorized Users
- Schedule Payments
- Save Payment Methods
- Automation of some E-mail notices
- Financial Responsibility Agreement



Sample Online Bill

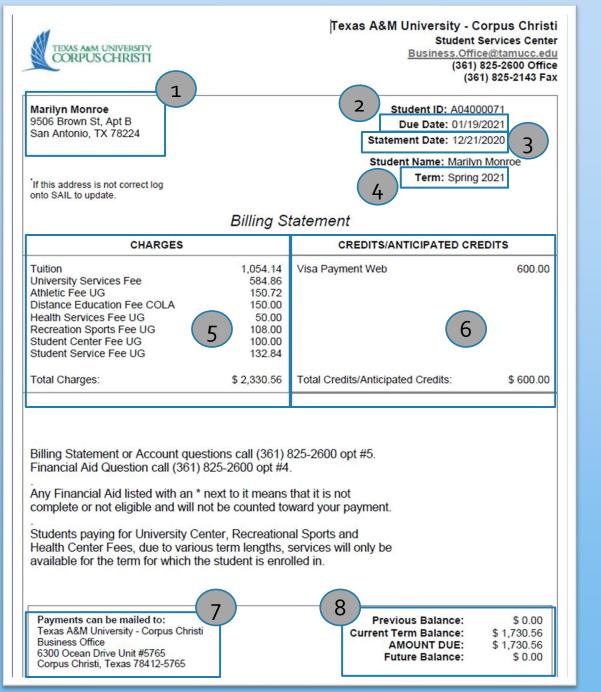
1. Student Information

 If address is not correct student can update on SAIL or with the Registrar's Office

2. Bills Due Date

3. Statement Date

- Charges and Payments are as of the date of the statement, changes after the statement was produced, will not show until new statement is loaded to SAIL
- 4. Term
- **5.** List and Summary of Charges for Term
- **6.** List and Summary of Credits/Anticipated Credits for Term
 - Anticipated Credits are authorized financial aid that will disburse on a specific date as defined by financial aid rules.
- 7. Business Office Mailing Address
- 8. Account Balance (which includes the following)
 - Previous Term Balance
 - Current Term Balance
 - Amount Due (Includes Previous and Current Term balances)
 - Future Term Balance



Business Office

Website

- Some information that is available on the Business Office website.
 - Important Dates
 - Tuition and Fee Charts
 - Forms
 - Tentative Refund Schedule
 - Financial Responsibility Agreement
 - Payment Methods
 - Orientation Presentation
 - FAQ's







Things to Know











Important Things to Know

- Islander.edu Email
 - All communications (e-bills, reminders, past due notices, etc..) are sent to students via the university issued email address
- Family Education Rights and Privacy Act (FERPA)
 - Students must give, in writing, permission for anyone to have access to their account
 - The Bursar Department will not be able to discuss any details on a student's account with anyone unless the student has completed the FERPA waiver form and listed the people who can have access to the student's information.
 - The FERPA waiver form is available at the Registrar's Office
- Want parents or others to view or pay your E-Bill?
 - Create an Authorized User in the Bill/Payment Suite
 - A person set up as an Authorized User only gives them access to the student's online Business Office account. For the Authorized User to contact the university to ask questions or get information they must be listed on the FERPA waiver form.
- Financial Responsibility Agreement (FRA)
 - All students are required to sign the FRA twice a year
 - The FRA is located online in <u>SAIL</u>

TUITION REBATE

- Up to a \$1000 refund after graduation.
- Must be a Texas Resident the entire time.
- Student must apply for rebate last semester of school with the Registrar's Office.
- Must have attempted no more than 3 hours over the requirements for the degree and must have completed the degree in 4 years.
- Rebate will pay for:
 - Balance owed to University
 - 2 Balance owed to any student loans
 - 3 If student does not owe either of the above, a check will be mailed.



Outside Scholarships

- Outside Scholarships also know as Private Scholarships
- The check should be sent to the Student Financial Aid Office for processing along with the Outside Donor Scholarship Form
- The funds will count towards a student's award
- They will <u>not</u> count toward the Tuition and Fees payment until checks are received and posted to the student's Business Office account
- More information about Outside Scholarships can be found on the Student Financial Aid website: https://www.tamucc.edu/cost-and-aid/financial-aid/private-scholarships.php

Avoid these Common Pitfalls

- Failure to pay your account balance by the due date could result in the following:
 - Late Fees assessed
 - Cancellation of Classes
 - Reinstatement Fees
 - Holds being placed on your account no future registration and no diploma released
 - Sent to a collection agency which will increase your balance due to collection costs (up to 30% increase)
- Dropping or Withdrawing from classes <u>can affect your financial aid</u> <u>eligibility</u> which can result in some or all of your aid being removed from your account and creating a balance that you will owe the university

Tips for Success

- Be aware of deadlines
- Read all emails from the Business Office and respond to requests as quickly as possible
- Review your account online on a regular basis



Keep your addresses in <u>SAIL</u> up-to-date

When in doubt, ask questions!





IRS 1098-T









IRS 1098-T Tax Form Tuition Statement

- Available by January 31st of each year
- Available online
- TAMUCC reports payments to the IRS (Box 1)
- TAMUCC partners with ECSI to produce the 1098-T
- A student must provide the university with a Social Security Number for this process otherwise the IRS may assess a penalty to the student
- 1098-T forms are not produced for Nonresident alien students, unless requested by the student
- Link to a student's 1098-T form is in <u>SAIL</u>
 - Login into <u>SAIL</u>
 - Click on <u>Student</u>
 - Click on <u>Student Account</u>
 - Click on View 1098-T

1098-T Continued... Qualified Tuition and Related Expenses

- Qualified tuition and related expenses are tuition, fee and course materials required for a student to be enrolled at or attend and eligible education institution.
 - Tuition
 - Mandatory Fees excluding Health Services Fee
 - Course Specific Fees
- The following are not qualified tuition and related expenses:
 - Amounts paid for any course or other education involving sports, games, or hobbies, unless the course or other education is part of the student's degree program.
 - Charges and fees for room, board, insurance, medical expenses (including Health Services Fee), transportation, and similar personal, living or family expenses.

- Box 1 Payments Received for Qualified Tuition and Related Expenses
 - Total payments received for qualified tuition and related expenses from all sources during the calendar year.
 - The amount reported is not reduced by scholarships, grants, stipends or Third-Party Payments

- Box 4 Adjustment Made for a Prior Year
 - Reimbursements or refunds of qualified tuition and related expenses made during the calendar year that relate to payments received that were reported for a prior year
- Box 5 Scholarships or Grants
 - Total amount of any scholarships, grants, exemptions, waivers, Third-Party Sponsor Payments and Stipends
 - Third-Party Sponsor Payments include private entities such as the Department of Veterans Affairs, the Department of Defense, civic organizations, religious organizations and nonprofit entities
 - Employee Betterment Benefits and TA/RA waivers are not reported in Box 5 instead they are reported Box 2 to reduce Qualified Tuition and Related Expenses as per IRS regulation

- Box 6 Adjustments to Scholarships or Grants for a Prior Year
 - Includes any reduction to the amount of scholarships or grants that were reported for any prior year
- Box 7 Checkbox for Amounts for an Academic Period Beginning in January Through March
 - This box is check if any qualified tuition and related expenses reported are for a term that begins in January through March
 - Typically Fall tuition and fees are calculated in November and December if the student registers early

- Box 8 Check if at Least Half-Time Student
 - This box is check if the student was at least a half-time student during any academic period during the reporting year.
 - 6 hours in one term is considered halftime enrollment
- Box 9 Check if a Graduate Student
 - This box is checked if the student was a graduate student during the reporting year.

Sample 1098-T Form

☐ CORRECTED					
FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number		Payments received for qualified tuition and related expenses	OMB No. 1545-1574		
		2	20 25	Tuition Statement	
			Form 1098-T		
FILER'S employer identification no. STUDEN	IT'S TIN	3		Copy E	
				For Studen	
STUDENT'S name		4 Adjustments made for a	5 Scholarships or grant		
		prior year		This is importan tax information	
		\$	\$	and is being	
Street address (including apt. no.)		6 Adjustments to	7 Checked if the amou	int furnished to the	
		scholarships or grants	in box 1 includes amounts for an	must be used to	
City or town, state or province, country, and ZIP or foreign postal code		for a prior year	academic period	complete Form 8863	
only of town, state of province, country, and 21" of foreign postar code			beginning January-	to claim education credits. Give it to the	
		\$	March 2026	tax property or use it to	
Service Provider/Acct. No. (see instr.)	8 Checked if at least	9 Checked if a graduate	10 Ins. contract reimb./r	prepare the tax return	
	half-time student	student	\$		
Form 1098-T (keep for your records) www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service					

Go To Topics Slide

Contact Information

Location: Student Services Center (a.k.a. Round Building)

Office Hours: Monday – Friday 8:00 am – 5:00 pm

- Websites:
 - SAIL https://www.tamucc.edu/sail/
 - General Information http://businessoffice.tamucc.edu
- Email:
 - Business.Office@tamucc.edu
- Phone Number:
 - 361.825.2600, Option #5
- Fax Numbers:
 - Accounts Receivable Office 361.825.2909
 - Business Office 361.825.2143
- Mailing Address:
 - 6300 Ocean Drive Unit 5765
 - Corpus Christi TX, 78412



