Texas A&M University Corpus Christi

New Student Presentation

Fall 2021

businessoffice.tamucc.edu

Bursar's Department

Bursar – The person or official in charge of monies at a college or university

Business Office

- Process Payments
- Issues Student Refunds
- Installment Plans
- Emergency Loans
- IRS 1098-T Tax Forms
- Placement & Release of Student Holds
- Withdrawal Calculation
- Post Bills to SAIL

Accounts Receivable

- Exemptions
- Waivers
- Bill Third Party Sponsors
- Collections of Delinquent Accounts

Accepted Payment Methods

Online

- 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

Guaranteed Tuition Plan

- Available for **Undergraduate Resident s**tudents only
- Tuition and Mandatory Fees are included in the plan
- **Excludes:** course specific fees, three peat fees, excess credit hours fees, other non-mandatory fees, room and board, books and supplies, etc.
- Incoming students will be assigned a cohort based on when they enroll for the first time which will designated what tuition rates apply to them
- 4 year plan consists of 12 consecutive semesters
  - Summer is considered one semester
  - The Fall 2021 cohort will expire at the end of Summer 2025
- The Guaranteed Tuition Plan is the default plan assigned to students.
- Students, in this cohort, who are still enrolled in Fall 2025 in an undergraduate program will be placed in the Annual Tuition Rate Plan

Annual Tuition Rate Plan

- Effective since Fall 2016 Undergraduate Resident students who attend TAMUCC for the first time may choose to opt out 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 2021 is September 8, 2021
- Once a student has chosen to opt out of the 4 Year Plan the decision is final
- To opt out of the 4 Year Guaranteed Tuition Plan log into SAIL

1. **Login to SAIL**
2. **Click on Student**
3. **Click on Student Account**
4. **Click on View Tuition Rate Cohort**

Tuition and Fees

- 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

Know Your Payment Deadlines

- **Fall 2021 Payment Due – <u>August 17, 2021</u>**
  - 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 an:
    - Installment Plan and 1st payment made or
    - Emergency Tuition Loan
  - Completed all Financial Aid Requirements
    - First-Time Borrowers must wait 30 days for Stafford loans to be disbursed to the student's Business Office Account (Fall 2021 disbursement – 09/21/2021)
- Registration, including adding classes, on or after the payment due date – Payment is due at that time
- Payment deadlines can be found on the Business Office website

Payment Options

- Tuition and Fees
  - Two different payment options for students who cannot pay their tuition and fees 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 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
- Housing – *on-campus housing only (Momentum & Miramar)*
  - Housing Payment Option

Installment Plan

- Offered Only in Fall & Spring *Regular Sessions Only – Not available for Summer Sessions or Minimesters*
- 4 payments (25% each payment)
- $20 Enrollment fee
- Covers Tuition, Mandatory Fees, Course Fees and Mandatory Meal Plans only
- Late Payments are assessed a $25 late fee
- Available online only through SAIL

Fall 2021 Due Dates

- 4 Payments
  - 1st - due 08/17/21
  - 2nd - due 09/07/21
  - 3rd - due 09/28/21
  - 4th - due 10/19/21

Emergency Loans

- An Emergency Loan is a short term loan that a student is borrowing from the Business Office to pay Tuition, Mandatory Fees and Course Fees (will not cover Mandatory Meal Plans)
- The Emergency Loan is due within the term
- There are two types of emergency loans:
  - Emergency Tuition Loans
  - Emergency Book Loans
- A *Master Promissory Note (MPN)* must be on file
- Students enroll in a Tuition Loan online through SAIL
- A *Book Loan Application* is submitted to the Business Office
- A $25.00 processing fee is assessed for each loan
- Enrollment and accepting of applications begin prior to the payment due date
- Book Loan - max for full time student is $600 which is place on student's SandDollar ID to be utilized at the University Bookstore (*In Person Only*)
- $25 late fee per loan not paid in full by due date
- Funds are LIMITED and will be issued on a first come first served basis
- Not available for Short Term
- The MPN and Book Loan application can be found on the Business Office website: http://businessoffice.tamucc.edu/forms.html

Fall 2021 Dates

- Begin Accepting Applications & Enrollments – 08/02/21
- **Payment Due – 10/12/21**
- Book Loan Expires – 09/15/21

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

Fall 2021

- Primary Dates
  - 07/19/21 – 08/12/21
- First-Time Stafford Loan Borrowers attending Orientation
  - 07/19/21 – 09/20/21

Meal Plans – Fall 2021

- Meal Plans for students living in Miramar will be added to their Business Office account based on their assigned room (Payment will be due same day as Tuition and Fees 8/17/2021)
- 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
- For more information go to the Meal Plans website: http://universityservices.tamucc.edu/dining/index.html#meal-plans or contact the SandDollar Office at (361) 825-5978

Housing Payment Option (HPO)

This program allows qualified students to use their excess authorized financial aid to pay for on-campus housing charges prior to the disbursement of excess funds.

- Students that are interested in this process must contact the housing office of either Miramar or Momentum Village for the procedures to request this option.
- Student must have a $300 minimum excess funds to qualify.
- The full semester's rent will be paid, if available, otherwise it will pay what is left over in excess funds.
- Amount approved will be placed as a charge on the student's account.
- The approved amount may be adjusted based on activity on the student Business Office account.

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 can be billed to a sponsor.
- A student, who has an approved sponsor that will be paying, must turn in the documentation (e.g. voucher, letter, purchase order, etc…) to the Accounts Receivable Office (ARO) *prior to the payment due date each semester*. 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 will be counted as a resource for a student's financial aid award 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.
- **Waivers** 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 must turn in the documentation to the Accounts Receivable Office (ARO) *prior to the payment due date each semester*.
- 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 (http://osfa.tamucc.edu/sap.html).
  - SAP is primarily reviewed at the end of each Fall 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 over the required number of hours for the degree they are seeking will no longer be eligible to receive their exemption.
- Students who are not meeting all of the requirements for their exemption or waiver will NOT be able to use the benefit.

Online Features for SAIL Bill/Payment Suite

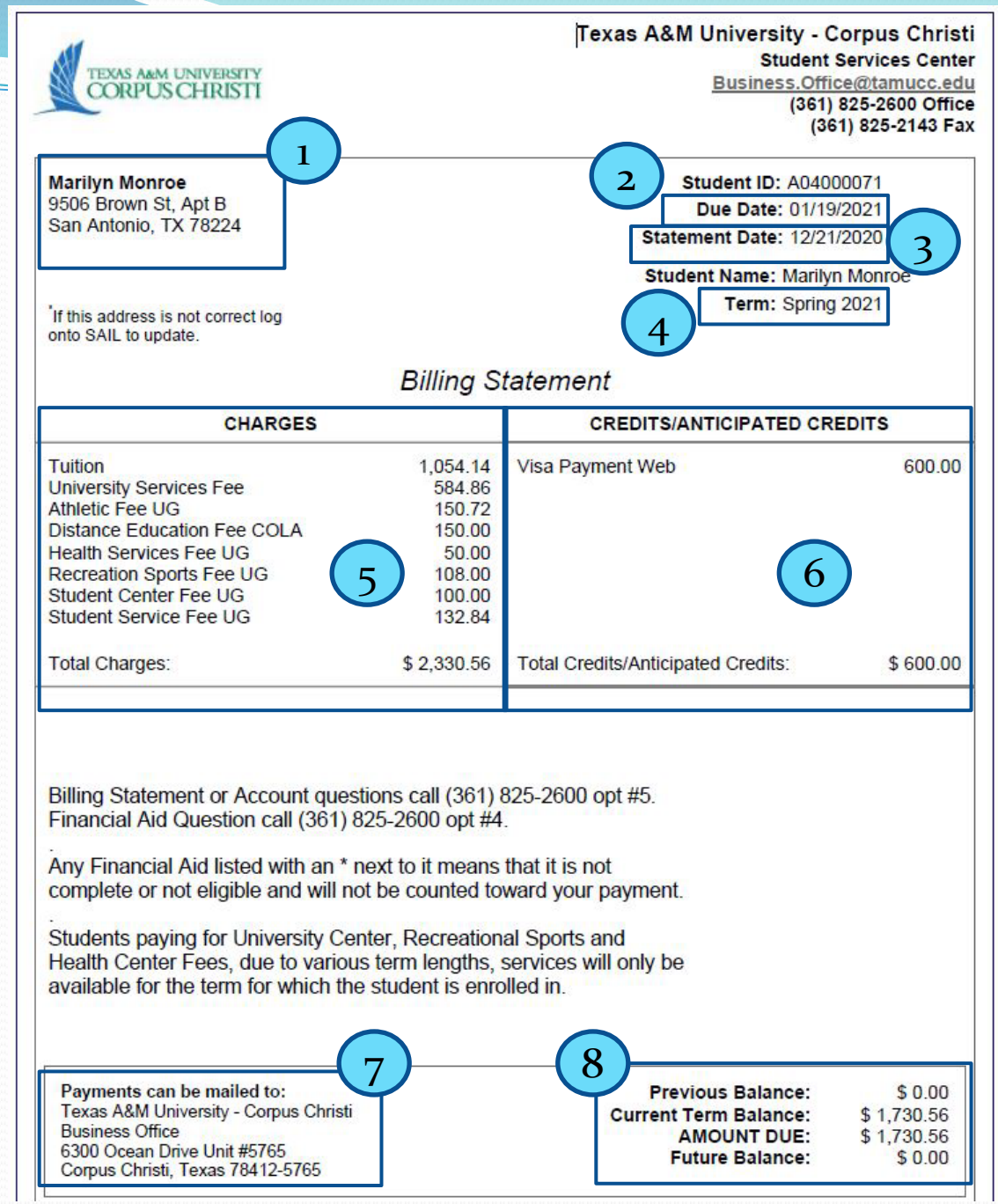
- Electronic - Bills (*No Bills are Mailed*)
- Text Messaging
- Enroll in:
  - Installment Plan
  - Emergency Tuition Loan
- Payment History
- Account Detail
- Authorized Users
- Schedule Payments
- Save Payment Methods
- Automation of some E-mail notices
- Financial Responsibility Agreement

How to get to the Bill/Payment Suite:

1. Login to SAIL
2. Click on Student
3. Click on Student Account
4. Click on Bill/Payment Suite

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



Texas A&M University - Corpus Christi
Student Services Center
Business.Office@tamucc.edu
(361) 825-2600 Office
(361) 825-2143 Fax

1

Marilyn Monroe
9506 Brown St, Apt B
San Antonio, TX 78224

If this address is not correct log onto SAIL to update.

2

Student ID: A04000071
Due Date: 01/19/2021
Statement Date: 12/21/2020
3
Student Name: Marilyn Monroe
Term: Spring 2021
4

Billing Statement

CHARGES		CREDITS/ANTICIPATED CREDITS	
Tuition	1,054.14	Visa Payment Web	600.00
University Services Fee	584.86		
Athletic Fee UG	150.72		
Distance Education Fee COLA	150.00		
Health Services Fee UG	50.00		
Recreation Sports Fee UG	108.00		
Student Center Fee UG	100.00		
Student Service Fee UG	132.84		
Total Charges:	$ 2,330.56	Total Credits/Anticipated Credits:	$ 600.00

5

6

Billing Statement or Account questions call (361) 825-2600 opt #5.
Financial Aid Question call (361) 825-2600 opt #4.

Any Financial Aid listed with an * next to it means that it is not complete or not eligible and will not be counted toward your payment.

Students paying for University Center, Recreational Sports and Health Center Fees, due to various term lengths, services will only be available for the term for which the student is enrolled in.

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Payments can be mailed to:
Texas A&M University - Corpus Christi
Business Office
6300 Ocean Drive Unit #5765
Corpus Christi, Texas 78412-5765

8

Previous Balance:	$ 0.00
Current Term Balance:	$ 1,730.56
AMOUNT DUE:	$ 1,730.56
Future Balance:	$ 0.00

REFUNDS

- A **Refund** 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 **Direct Deposit**, **Check** or **BankMobile Vibe Account**
  - 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 2021 will be release approximately August 20th for those with credits as of 10 am on August 17th

Financial Aid Flow Chart

Financial Aid	Registration	Business Office	BankMobile	Student Receives Refund
Complete FAFSA Accept Aid Complete All Requirements	Register for Classes	-Tuition Calculated - Financial Aid Applies to Account - Refund applied to account for Excess Financial Aid - Send Refund File to BankMobile	Receives Refund File Sends refunds to students based on their refund preference	Direct Deposit, Check or BankMobile Vibe Account

Drops and Withdrawals

- A ***Drop*** is when a student drops one or more classes but remains in at least one course.
- A ***Withdrawal*** 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.

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:
  1. Balance owed to University
  2. Balance owed to any Federal Loans
  3. If student does not owe either of the above, a check will be mailed.

3. For more information - http://businessoffice.tamucc.edu/tuition_rebate.html

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
- 1098-T forms are not produced for Nonresident alien students, unless requested by the student

How to get to your 1098-T:

1. Login to SAIL
2. Click on Student
3. Click on Student Account
4. Click on View Your 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.

1098-T Continued…

- 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
  - 2019 1098-T forms the university will begin reporting in Box 1
- Box 2 – Amounts Billed for Qualified Tuition and Related Expenses
  - Amounts billed during the calendar year for qualified tuition and related expenses
  - The amount reported is not reduced by scholarships, grants, stipends, Third Party Payments, exemptions or waivers unless there is an exception per
    - Employee Betterment and TA/RA Waivers reduce the total in Box 2
  - 2017 1098-T will be the last year that Box 2 will be reported to the IRS

1098-T Continued…

- Box 4 – Adjustment Made for a Prior Year
  - If reporting in Box 1 – 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
  - If reporting in Box 2 – Reductions in charges made for qualified tuition and related expenses made during the calendar year that relate to amounts billed that were reported for a any 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

1098-T Continued…

- 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

1098-T Continued…

- 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

8383 ☐ VOID ☐ CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	1 Payments received for qualified tuition and related expenses $	OMB No. 1545-1574 2018 Form 1098-T	Tuition Statement
	2		
FILER'S employer identification no. / STUDENT'S TIN ☐	3 Check if you have changed your reporting method for 2018 ☐		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2018 General Instructions for Certain Information Returns.
STUDENT'S name	4 Adjustments made for a prior year $	5 Scholarships or grants $	
Street address (including apt. no.)	6 Adjustments to scholarships or grants for a prior year $	7 Check this box if the amount in box 1 includes amounts for an academic period beginning January—March 2019 ☐	
City or town, state or province, country, and ZIP or foreign postal code			
Service Provider/Acct. No. (see instr.) / 8 Check if at least half-time student ☐	9 Check if a graduate student ☐	10 Ins. contract reimb./refund $	

Form 1098-T Cat. No. 25087J www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Private Scholarships

- Turn the information or checks in to the Office of Student Financial Assistance for processing
- They will count towards a student's award
- They will not count toward the Tuition and Fees payment until checks are received and posted to the student's Business Office account

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 SAIL

Be aware of Consequences

- 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 transcripts released, no future registrations 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 can affect your financial aid eligibility 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
- Memorize your Student ID number
- Keep your addresses in SAIL up-to-date
- When in doubt, ask questions!

Contact Information

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

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

- Websites:
  - SAIL - http://sail.tamucc.edu
  - 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 ####
    - Accounts Receivable Unit #5767
    - Business Office Unit #5765
  - Corpus Christi TX, 78412