

Extended Academic Programs

Business Office

FAQ's

How much does it cost to attend?

School of Professional Studies (formerly ADCAP)

Tuition and Fees 2018-2019 = \$425 per credit hour (Undergraduate Program)

Tuition and Fees 2018-2019 = \$940 per credit hour (Graduate Program)

School of Applied Sciences (formerly VU)

Tuition and Fees 2018-2019 = \$530 per credit hour (Undergraduate Program)

Tuition and Fees 2018-2019 = \$940 per credit hour (Graduate Program)

Billing

You will receive electronic invoices through your Cardinal Mail after the 5th and 20th of each month (dates may vary). They will also be posted to your BannerWeb account in the UIW E-Payment Center. It is the students' responsibility to review monthly billing statements to assure that proper charges and credits have been issued.

By when do I have to pay tuition: Payment Policy?

- Employer Tuition Reimbursement (ETR) and Third-Party Payers (TPP): Students participating with an ETR/TPP are allowed to carry the term just completed into the next. Terms carried forward must be paid in full by the end of the next eight (8) week term in order to allow you to continue in the program.
 - (ex: Fall I to Fall II – Fall II to Spring I – Spring I to Spring II ...)
- Tuition is due the first day of class. However, the university recognizes that the schools of Professional Studies & Applied Sciences are unique. Because of this Professional Studies & Applied Sciences students are currently allowed to pay their balance within 10 weeks from the start of class. Students taking advantage of this concession are encouraged to make payments throughout the semester as this is often easier than paying one lump sum at the end of this time-period.
- ***Students who are not within the above guidelines on their tuition will not be allowed further registration until their accounts are made current. Furthermore, students who have not cleared their balance from any given term within 16 weeks will begin to receive monthly \$75 late fees (Late Validation Fees).***

Payment Options:

Cash, *Check, Money-order Payments for tuition & fees are accepted at the Business Office, Monday-Thursday 8:00 a.m.-6:00 p.m. & Fridays 8:00a.m.-5:00p.m. Payments sent via USPS should be addressed to: EAP Business Office, 4301 Broadway CPO#291, San Antonio, TX 78209.

**All checks/m.o. should include the student's name, student id number and specific term to insure proper credit.*

Credit card payments for tuition & fees are only accepted on-line through your Banner Web or MyWord in the **UIW E-Payment Center**. The following credit cards are accepted on-line: Master Card, Visa, American Express and Discover (2.75% convenience fee may apply).

Military Tuition Assistance or Tuition Vouchers from employers should be submitted to the Business by the 100% drop date. It is very important that this information be sent in on time because vouchers, while a guarantee of payment, are not considered payment by the University. Because of this, your account may show a balance until the actual funds have been received. We will begin billing all third-party vendors (VA, Military TA, Verizon, DARS, Boeing, etc.) after the 100% drop date. **Vouchers received after the 100% drop date will take longer to be invoiced for and longer still for payment to be received.**

Are there Tuition Discounts available?

Yes! But you must show proof to receive the discount. Discounts will be applied after the 100% drop date.

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| Active Duty Military - | (Discount Rate - \$250.00 UG/GR Per Hour) |
| Active Duty Dependent - | (Discount Rate - \$325.00 UG Per Hour / \$375 GR Per Hour) |
| DOD Employee - | (Discount Rate - \$325.00 UG Per Hour / \$375 GR Per Hour) |
| Retired Military/Veteran - | (Discount Rate - \$325.00 UG Per Hour/ \$375 GR Per Hour) |

If you are working for a company that uses **Tuition Advisory Services (TAS)** to help pay their employer reimbursed tuition you will need to make sure that **your advisor is made aware** to receive your discount.

What is a Business Office Hold?

An account with any balance, no matter how small, will have a Business Office Hold. Our system runs a check twice a day at 8:00 a.m. and 5:00 p.m., and any account with a balance automatically has a hold placed on it. If you are in compliance with the University's current payment guidelines your registration can be forced through your hold.

Can I still receive transcripts if I have a balance?

No. Every student wanting to pick up official transcripts must have a zero balance before they can obtain a copy. You may print out an unofficial transcript at any time.

Can I still view my grades if I have a balance?

Yes! Your grades will be available for you to view regardless of your balance as soon as they have been posted by the Office of the Registrar.

What is the Records fee?

The Records Fee is a \$40 one-time fee charged to all students to cover the cost of instructional records (i.e. transcripts, verification of enrollment, etc...) requested.

Why do I get charged a Graduation Fee?

The Graduation Fee is charged the semester that the student will be graduating. It is a fee assessed by the Registrar's Office to process the graduation application submitted by the student.

What is a Late Application for Graduation Fee?

The Registrar's Office has scheduled deadlines for turning in the proper paperwork associated with graduation. Failure to meet these deadlines may result in a late charge. This is in addition to the \$50.00 Graduation Fee.

What is a Drop Fee?

An administrative fee of \$50.00 is assessed for each course a student drops or changes in a term.

If a course is dropped after the 100% drop date you will be responsible for the entire cost of the course plus the drop fee. It is the student's responsibility to review their course calendar and be aware of impending deadlines.

What if my loans don't come in on time?

It is your responsibility to file your applications with the Office of Financial Assistance within a reasonable timeframe (prior to enrolling for a respective semester). The Office of Financial Assistance should be able to estimate the time it will take for your loan(s) to be received and assessed to your student account. Contact the Office of Financial Assistance at (210) 829-6008 with any questions you may have regarding your awards.

It is the student's responsibility to review their monthly billing statement to assure that proper credit has been issued.

When can I expect to receive my refund check?

After the 100% drop date and within 14 days after all your financial assistance comes in and covers your entire balance. Students are *not* allowed to pick up refund checks. Checks are either mailed to the *permanent address* listed on your student account or directly deposited into a specified bank account. For more information on eRefunds, please visit <http://www.uiw.edu/busoff/>.

Please direct student account questions to:

<http://www.uiw.edu/busoff/>

or

Extended Academic Programs Business Office

Telephone: (210) 829-6099

Email: eapbo@uiwtx.edu