

# **School of Professional Studies**

## **Business Office**

### **FAQs**

#### **How much does it cost to attend the School of Professional Studies?**

Tuition rates for the 2019-2020 academic year:

- \$425 per credit hour (Undergraduate Classroom)
- \$530 per credit hour (Undergraduate Online)
- \$960 per credit hour (Graduate Classroom & Online)
- \$1,000 per credit hour (Doctoral Classroom & Online)

Tuition rates are applicable for the 2019 Summer & Fall semesters & the 2020 Spring semester.

#### **Billing:**

Students will receive electronic e-bill notices via Cardinal e-mail after the 1st of each month (dates may vary). E-bills are published in the *UIW e-Payment Center*. It is the student's 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?**

Tuition is due the first day of class or students may enroll into a payment plan through the *UIW e-Payment Center*. Students who are not current on their tuition will not be allowed further registration until their accounts are paid current. Furthermore, students who have not cleared their balance from any given semester will be assessed a \$75.00 late validation fee.

#### **Employer Tuition Reimbursement (ETR\*):**

Students attending with an ETR can carry the current term into the next term. Terms carried forward must be paid in full by the end of the next eight-week term to allow continuation in the program (ex: Fall I to Fall II – Fall II to Spring I – Spring I to Spring II). \*Students utilizing ETR must provide documentation, acknowledging employer tuition reimbursement to the Business Office.

#### **Payment Options:**

**Cash, \*Check & Money-order payments** for tuition & fees are accepted at the Business Office, Monday-Fridays 8:00a.m.-5:00p.m. \*Checks/M.O. Must include the student's name, student id number and specific term, to ensure proper credit.

Payments sent via USPS should be addressed to: UIW Business Office, 4301 Broadway CPO #291, San Antonio, TX 78209.

**Credit/Debit card payments** for tuition & fees are only accepted on-line through your *My Word* account in the *UIW E-Payment Center*. Cards accepted on-line: Master Card, Visa, American Express and Discover (2.75% convenience fee applies).

**ACH- electronic check payments** for tuition & fees are only accepted on-line through your *My Word* account in the *UIW E-Payment Center*. There are NO fees associated with this payment method.

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#### **Tuition Assistance & Third-Party Billing:**

Military Tuition Assistance (TA) and Tuition Vouchers from employers should be submitted to the Business Office **by the 100% drop date** (refer to academic calendar).

All third-party billing (VA, Military TA, Verizon, DARS, Boeing, etc.) begins after the 100% drop date (refer to academic calendar). **TA and Tuition Vouchers received after the 100% drop date will cause a delay in payments.**

#### **Are there Tuition Discounts available?**

Yes! But you must show proof to receive the discount. Discounts will be applied after the 100% drop date. Please contact the UIW Business Office at (210)829-6043 for further details.

- Active Duty Military - (Discount Rate - \$250.00 UG/GR Per Hour)
- Active Duty Dependent - (Discount Rate - \$375.00 UG Per Hour / \$525 GR Per Hour)
- DOD Employee - (Discount Rate - \$375.00 UG Per Hour / \$525 GR Per Hour)
- Military Veteran - (Discount Rate - \$375.00 UG Per Hour/ \$525 GR Per Hour)

**Ed-Assist (EA):** Students who are employed by a company that uses **Ed-Assist (EA)** must make sure that **their advisor is made aware** to receive a discount.

#### **What is a Business Office Hold?**

An account with any balance, no matter how small, will have a Business Office Hold. This hold will prevent registration and the release of official transcripts.

#### **Can I still receive transcripts if I have a balance?**

No. Any student requesting official transcripts must have a zero balance before they can obtain a copy. You may print out an unofficial transcript at any time via *Banner Web*.

#### **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 institutional records (i.e. transcripts, verification of enrollment, etc....) requested.

#### **Why do I get charged a Graduation Fee?**

The Graduation Fee is charged at the time of submitting your graduation application. This fee is assessed by the UIW Registrar's Office to process the graduation application submitted by the student.

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#### **What is a Late Application for Graduation Fee?**

The Registrar's Office has scheduled deadlines for turning in the proper paperwork associated with graduation (refer to academic calendar). Failure to meet these deadlines will 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.

#### **What if my student 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.

#### **Please direct student account questions to:**

University of the Incarnate Word Business Office

**Telephone: (210) 829-6099**

**Email: [eapbo@uiwtx.edu](mailto:eapbo@uiwtx.edu)**