Summer 2018

- Important Dates
- Payment Options
- Frequently Asked Questions
- Refund Policies
- FERPA

Invoices available	April 23
Payment Plan, Emergency & Book Loan will be available	May 2
Payment deadline for courses that start prior to 5/13/18	May 4
Payment deadline for courses that start between 5/14/18 – 6/4/18	May 11
Drop Students from Maymaster due to non-payment	May 14
Payment deadline for courses that start between 6/5/18 – 7/9/18	June 4
Drop students for Summer I due to non-payment	June 13
Last day to get an Emergency Loan	July 1
Payment Plan 2 of 3 due by 5:00 p.m.	July 2
Payment deadline for courses that start on 7/10/18 and thereafter	July 3
Drop students for Summer II due to non-payment	July 12
Last day to get a Book Loan	July 20
Payment Plan 3 of 3 due by 5:00 p.m.	August 1
Emergency and Book Loan due by 5:00 p.m.	August 3
Student past due balances for Summer 2018 referred to Collections	September 12

Important Financial Aid Information

Your Financial Aid refund can't be used to pay prior balances. You are responsible for paying prior balances within ten business days of receiving your Financial Aid refund. Failure to do so will result in a financial hold that will prevent future registrations until your account is brought current.

When do I pay for my classes?

*** Note:** *If you are registered for any part of term that begins prior to May 13, 2018 tuition and fees are due prior to your first class date by 5 p.m. MST Please visit sbs.utep.edu under Important Dates!*

*** Note:** *All payments are due by 5:00 p.m. MST*

Payment Options

1. **Pay All** – Pay in full.
2. **Payment Plan**– Pay the first 34% of total tuition and fees, meal plan, parking decal and health Insurance defer the balance through the Payment Plan option in two equal payments due on July 1 and August 1, 2018 by 5 p.m. MST
3. **Emergency Loan** – This option defers your initial down payment of 34% and divides your remaining tuition and fees into two (2) equal payments due on July 1 and August 1, 2018 by 5 p.m.
   **The Emergency loan itself is due on August 3, 2018 by 5:00 p.m. MST.

For payment options #2 and #3, go to https://www.loans.utep.edu/

Email Notifications

Deadlines for invoices, payment plan and emergency loan reminders will be sent via email. Please note that this notification will only be sent to miners.utep.edu email addresses. If you do not have a miners.utep.edu email address, obtain one. Without one, you will not receive any notifications during the term. To obtain your miners.utep.edu email address go to https://newaccount.utep.edu/

Tuition Invoice

The tuition invoice will include assessed tuition, fees and your class schedule. Your invoice will include any credits that you may have from Financial Aid or Scholarship Awards. If you do not receive an invoice by email login to Pete's Payment Options click on eBills tab, from drop down menu select most recent date and click go.

Note: You are obligated to meet the payment deadline whether or not you receive an invoice.

Where can I locate the most current financial information regarding my registration?

Students can view current charges by logging into Pete's Payment Options select Account Activity Tab, from drop down menu select current Term and click go.

How can I pay for my Invoice?

Our Cashiers only accept Cash and Check.

- Credit card payments with MasterCard, Discover, AMEX or VISA must be made online at Pete's Payment Options
- Checks are accepted over the web, in person, or by mail; please include your student ID number, state, and driver's license number on your paper and make payable to UTEP
- If you are mailing your payment, the payment must be received by the close of business (5 p.m. MST) on payment deadline due date

DO NOT MAIL CASH: Cash payments must be made in person at the Student Business Services Office.

Checks: A non-refundable fee of $30.00 will be assessed for each RETURNED check.

How do I obtain residency for tuition purposes?

Undergraduate Students - Admissions Office (915)747-5890 is responsible for determining official residency.

Graduate Students - Graduate Office (915)747-5491 is responsible for determining residency.

To ensure that your invoice is correct, you must resolve all residency issues BEFORE you begin the registration process.

What if I cannot pay my entire invoice amount by the payment deadline?

Under the payment plan, you must pay 34% of assessed tuition and fees by the published payment due date (if you do not have the funds to pay the required 34% of assessed tuition and fees, please refer to the next question explaining tuition loans). You then pay the remaining tuition and fees balance in two equal payments – due on July 1 and August 1, 2018 by 5 p.m. MST.

Please contact Student Business Services at (915)747-5116 if you have any questions.

How can I apply for a tuition loan?

To apply, go to https://www.loans.utep.edu/ this payment plan defers your initial down payment of 34% and divides your remaining tuition and fees, parking decal, meal plan and health insurance into two **(2) equal payments due on** due on July 1 and August 1, 2018 by 5 p.m. (MST)

NOTE: The Emergency Loan itself is due on **August 3, 2018 by 5 p.m. MST.**

To be eligible to apply for a tuition loan, your account has to be current. You must pay all prior debts to UTEP before requesting this short term loan. If you do not have access to a computer or are having problems finalizing the loan, visit the Financial Aid office on the 2nd floor of the Academic Services Building Between 8:00 a.m. – 5:00 p.m.

QUICK REFERENCE – Payment plan formula for payment:

- 34% of tuition and fees assessed
- $20 Payment plan fee
- Student General Property Deposit
- Entire past due amount for previous semesters or fines (if applicable)

Items for which payment CAN be deferred include the following:

- Tuition
- Fees (Library Fee, Student Service Fee, Energy Fee, Student Union Fee, Recreation Fee, Technology Fee, International Studies Fee, Registration Fee).
- Incidental Fees (Course-related, Laboratory, Fine Arts, Transportation Fees).
- Meal plan
- New Entering Student Fee & Smart Card Fee.
- Parking Decal
- Health Insurance

Items for which payment CANNOT be deferred include the following:

- Student General Property Deposit.
- Payment plan Fee.
- Service Fees (Late Registration and Add/Drop).
- Fines (Traffic and Library).
- Discretionary Fees (liability insurance).
- Amounts due for financial holds from prior periods.

Note that all charges that are not deferrable are due immediately if the Payment plan is selected.

What if I have an outstanding balance at the end of the term?

Student accounts with an outstanding balance will be forwarded to a collection agency unless arrangements are made with authorized personnel at the Student Business Services office.

What do I do with my invoice if someone else (such as employers or government agencies) will be paying?

You must visit the Student Business Services Office after you receive your tuition invoice and present your purchase order, letter of payment, or tuition voucher no later than payment due deadline. The applicable payments to your account will be made by the payment deadline. *If assessed tuition and fees are not paid in full by the respective agency, it is your responsibility to make payment for the amount not paid by the third party by the published payment deadline.*

If I am registering during Late Registration, when do I pay?

You MUST pay by the late registration payment deadline please go to:

www.sbs.utep.edu and select Important Dates

Is there a fee for registering for the first time during Late Registration?

Yes, if you register for the first time during late registration, you will be charged a late registration fee. The fee schedule is as follows:

Late Registration prior to classes beginning:	Late registration on/after classes begins:
$20.00 for WEB Registration	$20.00 for WEB Registration
$30.00 for In-person Registration	$30.00 for In-person Registration

Is there a fee for dropping or adding classes during Late Registration?

Yes, you will be charged a fee of $7.00 for each ADD or DROP transaction completed once the late registration period begins.

Refund Policy

Refund policies are established by and subject to change by the legislature of the State of Texas and are applicable to withdrawals and dropped courses. Please visit the Student Business Services Refund Schedule at: www.sbs.utep.edu and click on Important Dates and select Refund Schedules.

Do I receive a refund for a dropped class?

You are eligible to receive a refund of applicable tuition and fees for dropped courses provided the course(s) are dropped prior to the part of term's census date and ***that you remain enrolled for the part of term.*** You must submit a Student Drop Form to the Registration and Records Office on or before the Course Drop Deadline to be eligible for a refund. ***To view the drop schedule online go to:*** www.sbs.utep.edu and click on Important Dates and select Refund Schedules

If I have to withdraw from UTEP, do I receive a refund?

- Percentage of refund is based on total tuition and fees assessed, not on amount paid.
- Unless you process a complete withdrawal from school prior to the first official class day, you are responsible for a percentage of assessed tuition and fees.

To view the refund schedule: www.sbs.utep.edu and click on Important Dates and select Refund Policy. If your tuition was paid through federal financial assistance (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford loan, or Federal PLUS loan), refer to the "Return of Title IV Funds" information on the Student Business Services website.

How is my refund processed? Refunds are processed by the Student Business Services Office.

- Refunds will be processed within 5 business days for direct deposit (if you have filled out and submitted your direct deposit information).
- Payments on your behalf by a sponsor or scholarship are refunded to the original source.
- Title IV aid (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford loan, or Federal PLUS loan) is refunded back to the original source.

How can I check the status of my refund?

- You can check your Refund Status on MyStatus at the Refund Status tool.

In addition to institutional policies and procedures regarding refunds, students receiving Title IV funds will be subject to a separate calculation to determine the return of any Title IV funds. The federal formula provides a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant; Supplemental Educational Opportunity Grant; Federal Perkins Loan; Federal Stafford or PLUS loan and withdrew on or before completing 60 percent of the semester. The percentage of the refund is equal to the number of calendar days remaining in the semester.

If any refund remains after the required return of Title IV aid, the refund will be used to repay UTEP funds, state funds, other private sources and the student in proportion to the amount paid by each non-federal source, as long as there was no unpaid balance; then all aid sources will be repaid before any refund is paid to the student.

Worksheets used to determine the amount of refund or repayments are available upon request. Example: Paydirt Pete completely withdraws on the third week of school (17th calendar day into the semester). The number of calendar days in the semester is 54. He had $500 in Federal Pell and was charged $438 in tuition and fees. Under the federal *Return of Title IV Aid* policy, this student would owe $20.98.

For Tuition & Mandatory Fees please visit: http://www.sbs.utep.edu/index.php/en/

Tuition and Fee Increases

Tuition and fees provided herein represent the figures at the time of publication, are subject to change by regental or legislative action and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed above are authorized by state statute; however, the specific amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents. Policies governing the payment or refund of tuition, fees, and other charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statues.

Add/Drop Fee

A fee of $7 is assessed for each ADD and each DROP transaction completed during late registration. See Add/Drop in the REGISTRATION section of this schedule for details.

Distance Learning Fees

Additional fees are assessed in excess of tuition rates to support the technology required to deliver a course. Undergraduates are assessed $50/semester credit hour and Graduate students are assessed $75/semester credit hour.

Note that if you are enrolled in ONLY WEBB courses through Blackboard, the following fees are waived; Activity Fee, Union Fee, Health Center Fee, and Recreation Fee.

Health Insurance Information – Summer 2018

For insurance rates, effective dates and plan information please visit Academic Health Plans at https://utep.myahpcare.com/

Additional Policies for the Payment Plan

- All student account balances due from prior semesters, including items associated with deferred payment, must be paid in full before a student may begin registration for a subsequent semester.
- The University shall assess a Payment Plan Fee of $20.00 for students choosing the plan: this charge is payable at the time of registration. Payment Plan Fee of $15.00 will be assessed if payment due for that period is not paid in full and on time.
- The Student Business Services Office will send email notifications to your miners.utep.edu email address as appropriate to students paying tuition and fees under the Payment Plan.
- The courses for which a student is enrolled on the official census date - 12th class day in a long semester - will be the basis for the student's tuition and fees assessment. Except for students who officially withdraw up to the end of the refund period as indicated in the Schedule of Classes, no reduction in amounts due will be made after this date; further, the student is obligated to pay the assessed amounts whether or not class attendance is subsequently interrupted or terminated.
- A signed promissory note must accompany the student's initial payment.
- Section 54.007 of the Texas Education Code, which authorizes the option of paying tuition and fees by payment plan, also provides for the following penalties of non-payment:
- A student who fails to provide full payment of tuition and fees including late fees assessed, to the University when the payments are due is subject to the following actions at the University's option:
    - Bar against readmission at the institution;
    - Withholding of grades, degree, and official transcript;
    - Delinquent accounts are referred to Collection Agency for follow up; and/or
    - Dis-enrollment from classes.

DISCLAIMER

This Schedule of Classes is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this Schedule of Classes do not constitute a contract, express or implied, between any applicant, student or faculty member and the University of Texas at El Paso or the University of Texas System. The University of Texas at El Paso reserves the right to add or withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

STATEMENT OF EQUAL EDUCATIONAL OPPORTUNITY

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by the University of Texas System or any of its component institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA affords students certain rights with respect to their education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Vice President for Finance and Administration written requests that identify the record(s) they wish to inspect. The Vice President for Finance and Administration will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student who believes that his or her education records are inaccurate or misleading, or that the records violate his or her privacy rights, may informally discuss amendment of the record with the university office or agency concerned with the particular record. If agreement is reached with respect to the student's request, the appropriate records will be amended. (Note: The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to seek amendment of education records.) If the record is not amended pursuant to the student's request, the university will inform the student of its decision and of the student's right to request a formal hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is enrolled.

The right to request that directory information not be disclosed to the public. "Directory Information" means information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University of Texas System component institutions policies will designate the following minimum information as directory information: student's name; local and permanent address; email address; telephone number; date and place of birth; field of study; dates of attendance; enrollment status; student classification; degrees, certificates and awards (including scholarships) received; photographs; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent previous educational agency or institution attended. Directory information may appear in public documents and may otherwise be disclosed without student consent unless a student submits a written request to the registrar during the first 12 class days of a fall or spring semester or during the first 4 class days of a summer semester to withhold such information from disclosure. Requests to withhold directory information will be honored by the University for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Registration and Records Office.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

COLLECTION OF PERSONAL INFORMATION NOTICE

With few exceptions, you are entitled upon request to be informed about the information the University of Texas at El Paso collects about you. Under Section 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have the University of Texas at El Paso correct information about you that is held by University of Texas at El Paso that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.