

What You Need to Know About Billing, Tuition and All Things Bursar

What Is a Bursar?

The bursar manages student financial accounts and billing for the University. The office also helps students with other financial-related matters, including:

- freshman and law enrollment deposits
- military and third-party billing
- military, senior and graduate assistant waivers
- tuition remission
- financial aid refund checks
- student loan disbursement
- 1098-T tax information
- Perkins Loan collections

and also some other useful services like:

- duplicate Bee Cards
- checking the balance on your Bee Card
- monthly public transportation passes.

For more information about financial aid and student loans, visit www.ubalt.edu/financialaid.

Understanding FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act protects your privacy by stating that no one can obtain information about your student records, including your financial accounts with the University, without your express written permission. If you would like to authorize one or more designees to be able to access your records, simply complete our Permission to Release Educational Records Information form. Visit www.ubalt.edu/records and click on "Useful Forms."

Pay Your Bill Online: It's Easy

UB partners with HigherOne to provide e-bills as one of UB's green initiatives.

E-bills allow you to:

- view and pay your UB bills online
- view your class schedules
- elect a designee (i.e. a parent, your spouse or your employer) who can also view and pay your UB bills and view your class schedules.

Here's how to pay your bill:

1. Log into MyUB at www.ubalt.edu/myub.
2. Click on My Student Center.
3. Under "Finances," select "Make A Payment."
4. Click "Submit" to take you to the CashNet payment page.
5. Under "Your Account" click the 'pay' link.
6. After clicking the "Submit" button and once the payment has been approved, you'll receive a payment confirmation. Don't forget to print the confirmation for your records.

The Office of the Bursar does not print or mail paper bills.

Be On Time: Critical Dates

Paying your bill on time is critical for your credit and for your ability to register for classes. Make sure to check our website home page often to keep your eye on critical dates: www.ubalt.edu/bursar.

Tuition Payment Plans

UB offers three, four, and five-month, interest-free tuition payment plans, administered by CashNet, that allow you to pay your tuition over a period of time each semester rather than in its entirety by the due date. The plans require a nonrefundable enrollment fee of \$35. Enrolling is easy: Visit www.ubalt.edu/paymentplan.

Gain Financial Literacy

The Office of Financial Aid provides information to help you budget and to make informed financial decisions throughout your college years and into your professional life.

You can learn about:

- budgeting and financial planning
- banking
- dealing with credit cards and protecting your credit
- saving and investing your money
- and more.

Visit www.ubalt.edu/finances.

How to View Your 1098-T Tax Information

Qualified students receive a 1098-T form for "qualified tuition and related expenses." Please consult a tax expert for information about how to claim these expenses on your taxes.

1. Log into MyUB at www.ubalt.edu/myub.
2. Click on My Student Center.
3. Under "Finances," click the down arrow in the box and scroll until you see 1098-T.
4. Click the option to view your 1098-T and follow the instructions.

Let's Talk.

Check your University of Baltimore email account daily. This is our primary means of communicating with you, and we'll often send important, time-sensitive information to your ubalt.edu email account.

Questions about your billing or tuition? Feel free to contact us:

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