

# STUDENT ACCOUNTING



## Contact Information

**Website:** [studentaccounting.unt.edu](http://studentaccounting.unt.edu)

**Email:** [sfs@mail.unt.edu](mailto:sfs@mail.unt.edu)

**In Person:** Eagle Student Services Center (Rm 105)

# Services Provided

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Student Billing & Payment Options

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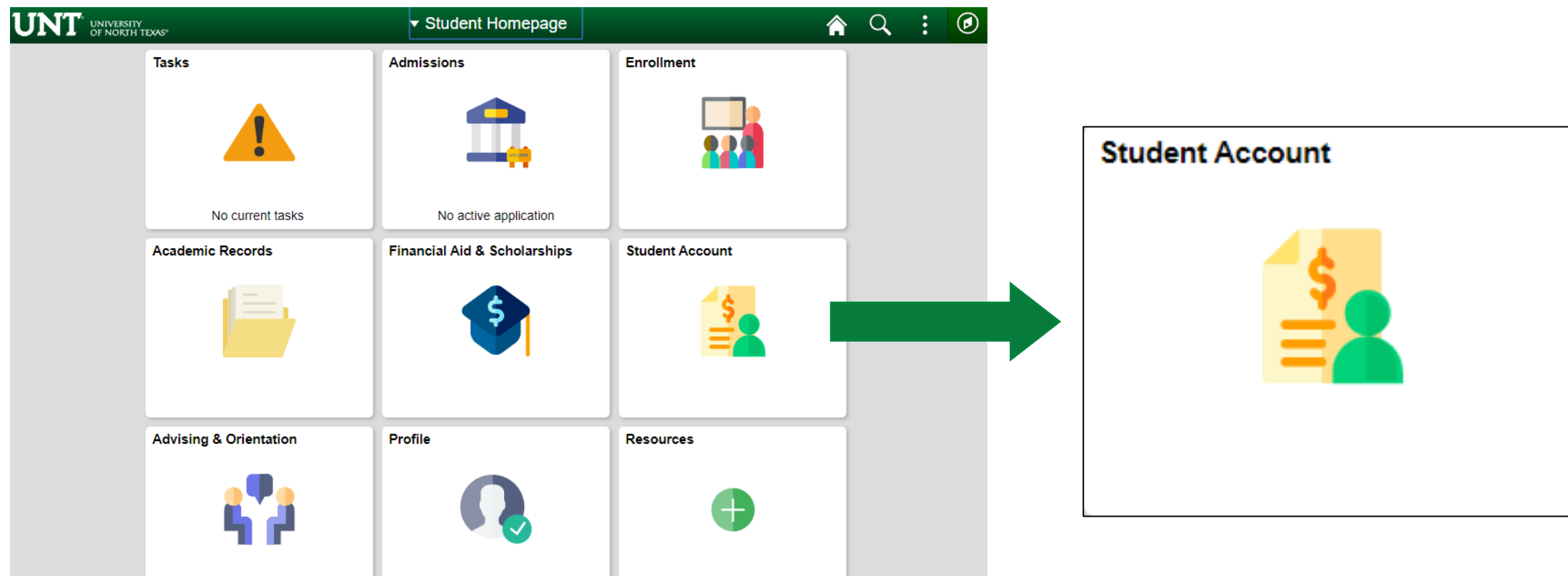
Refund Processing & Tax Reporting

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University ID Cards




# Student Billing

- All bills are available online with **24/7 access in myUNT**
- You can view your **account balance** (tuition & fees, housing & dining), **pending financial aid awards**, and **upcoming due dates**.



The image shows a screenshot of the myUNT Student Homepage. The page has a green header with the UNT logo and navigation icons. Below the header is a grid of nine tiles: Tasks (No current tasks), Admissions (No active application), Enrollment, Academic Records, Financial Aid & Scholarships, Student Account, Advising & Orientation, Profile, and Resources. A large green arrow points from the Student Account tile in the grid to a larger, detailed view of the Student Account page on the right. This detailed view shows the title 'Student Account' and an icon representing a document with a dollar sign and a person silhouette.

# View Account Balance

-  Account Balance
-  Charges Due
- Term Summary
- Make a Payment
-  Payment History

For Summer 2020, UNT will not assess the Athletic Fee, Medical Service Fee, Recreational Facility Fee, Student Union Fee or the Transportation Fee in response to the current situation. Your bill does not include these costs.

### What I Owe

Term	Charges & Deposits	Pending Financial Aid	Total Due
2020 Summer	365.75	0.00	365.75
2020 Fall	0.00	2,250.00	0.00
2021 Spring	0.00	2,250.00	0.00
<b>Total</b>	<b>365.75</b>	<b>4,500.00</b>	<b>365.75</b>

# View Due Charges



[Student Homepage](#) **Charges Due**

- Account Balance
- Charges Due**
- Term Summary
- Make a Payment
- Payment History

### What I Owe

Summary By Due Date	
Due Date	Amount Due
07/03/2020	362.13
07/10/2020	3.62
<b>Total Amount Due</b>	<b>365.75</b>

### Pending Financial Aid

Award	Term	Business Unit	Amount
TX Public Ed Grant Res Grad	2020 Fall	University of North Texas	1,250.00
UNT Tuition Grant Grad	2020 Fall	University of North Texas	1,000.00
TX Public Ed Grant Res Grad	2021 Spring	University of North Texas	1,250.00
UNT Tuition Grant Grad	2021 Spring	University of North Texas	1,000.00

# Spring 2023 Bills



**The Spring 2023 payment deadline is  
January 12<sup>th</sup> at 5 PM**

**Students will receive welcome letter to their student email address.**



## Available to Texas-Resident, Undergraduate Students (Freshmen and Transfer)

- Participants in the **Save and Soar Tuition Plan** can lock in their **board designated tuition** and **differential tuition** for 4 years.
- Rates are currently **2% higher** than the traditional tuition plan but **will not increase for 4 years**.

*Finish your degree faster and focus on what's next by taking advantage of exclusive tuition savings on summer and winter sessions.*

- Participants receive a **discount of \$100 per semester credit hour** in the **winter & summer** sessions if they were enrolled in 14 or more credit hours in the previous semester.
- **First-time freshmen** living in UNT Housing and enrolled in at least 14 semester credit hours during the spring semester will receive a **40% discount in the housing rates** during their **first summer** semester.

# *Opt in or Opt Out...*

- Students are provided **one opportunity to elect Save and Soar** (will remain in traditional plan if you don't opt in).
- Once your tuition and fee bill is available, go to [myUNT](#) to view the bill. ***Information for electing Save and Soar will be presented at that time.***
- Additional information is available online at [saveandsoar.unt.edu](http://saveandsoar.unt.edu).

**SAVE & SOAR**

The logo for "Save & Soar" features the words "SAVE" and "SOAR" in a bold, green, sans-serif font, with an ampersand "&" between them. The text is set against a background of several horizontal, overlapping brushstrokes in shades of green, creating a sense of motion and energy.



# Payment Options



## Online Payments in myUNT

- eChecks (online check payments using bank routing and account number)
- Credit/debit cards (charged additional 2.79% processing fee)
- International wire payments via FlyWire

## Mail (see address bottom right)

- Checks, cashier checks, and money orders (please include name and student ID number)

## In Person

- Cash and checks are accepted in our office located in the Eagle Student Services Center (ESSC 105)




## 529/Education Savings Account Payments

- Mail in check payments

***University of North Texas  
Student Accounting  
1155 Union Circle #310620  
Denton, Texas 76203-5017***

# Making Online Payments



 Account Balance
 Charges Due
Term Summary
<b>View and Pay Bill</b>
 Payment History

You will be routed to QuikPay to complete the payment process.

The QuikPay website allows you to view your balance due as well as manage your payment information. It also provides you with the ability to set up Authorized Payers who can view your balance within QuikPAY and make payment on your behalf.

Click on the "Pay Bill" button below to open QuikPAY and continue with the payment process.

[View and Pay Bill](#)

# Making Online Payments



Message Board

Payment Profiles

Student Choice Refunds

Authorize Payers

User Preferences

**View & Pay Accounts**

Transaction History

Messages

## View & Pay Accounts

### University Of North Texas Details

Make a Payment



#### Current Activity

Current Activity Details

Account Balance:	\$369.37
Statement Amount:	\$369.37
StatementBalance:	\$369.37

#### Current Activity

*This information is accurate up to Wed, May 20, 2020 at 10:14:07 AM, CDT*

Print

Account Balance \$369.37

#### Charges Due

Due Date	Due Amount
07-10-20	\$3.62
07-31-20	\$365.75

# Payment Plan

- Available in all semesters
- Set up monthly, recurring, automatic draft with credit card or U.S. bank account
- 10% down and a \$35 non-refundable fee
- Divided into 3 monthly payments: Feb, Mar, & Apr 6<sup>th</sup> (if sign up before Jan 20)
- The installment amounts will automatically rebalance if any account adjustments are made (if on a pay plan DO NOT make a self payment).
- If a student has pending financial aid, the plan will only be taken for the net balance that the aid will not cover.

Example if given  
3 installments



**\$5,000 balance**

**-\$2,000 scholarship**

**\$3,000 on payment plan**



(3 installments/ same day each month)

**\$335 down** (10% + \$35 enrollment fee)

- \$900 payment
- \$900 payment
- \$900 payment

# Payment Plan Steps

## Students enroll in the plan online in myUNT.

 Account Balance
Term Summary
View and Pay Bill
 Payment History
<b>Payment Plan</b>
Refunds
Tuition Plan
View 1098-T



1. Log into [my.unt.edu](https://my.unt.edu)
2. Click “Student Account.”
3. Click “Payment Plan” from the left-hand sidebar.
4. Click “View and Manage Payment Plan.”
5. Click the bubble next to the plan, and then click “Sign up for New Payment Plan.”
6. Follow prompts and enter your down payment.
7. You will receive a receipt once the plan is active!

# Refunds



**Student refunds** are processed by Nelnet, a third-party vendor.

**Choose a refund preference** by clicking the “refunds” link under “student account.”

- Direct Deposit (ACH)
- Prepaid Debit Card (provided by student)
- If no preference is selected, the refund will be mailed to the “**mailing**” address on file (please verify that address is updated and current in student profile).

## **Find information about class drop and withdrawal refunds**

- Google “**tuition adjustments UNT**” to view drop/withdrawal refund charts before you drop a class or withdraw from an academic session.

# 3<sup>rd</sup> Party/ Sponsored Billing

- Sponsored students are students whose education at UNT is funded directly by a third party, called a sponsor.
- Sponsors can be **employers, educational institutions, government agencies, foundations, grants, or other institutional sources.**
- Examples of sponsors include:
  - **Texas Tuition Promise Fund, Texas Guaranteed Tuition Plan** (formerly Texas Tomorrow Fund).
  - Any **businesses or companies** helping you pay your tuition and fees.
- You can **email us** about 3rd party billing at [sponsoredbilling@unt.edu](mailto:sponsoredbilling@unt.edu).

# Texas Guaranteed Tuition Plan



(Formerly Texas Tomorrow)



TEXAS PREPAID HIGHER EDUCATION TUITION BOARD  
**TEXAS GUARANTEED TUITION PLAN**  
Texas Tomorrow Funds • P.O. Box 13407 • Austin, Texas 78711-3407

311 E. 14th Street  
2nd Floor, Suite 200  
Austin, Texas 78701  
1-800-445-GRAD (4723), Option 2  
FAX: 512-475-0081  
texas.tomorrow@cpa.texas.gov  
www.tgtp.org

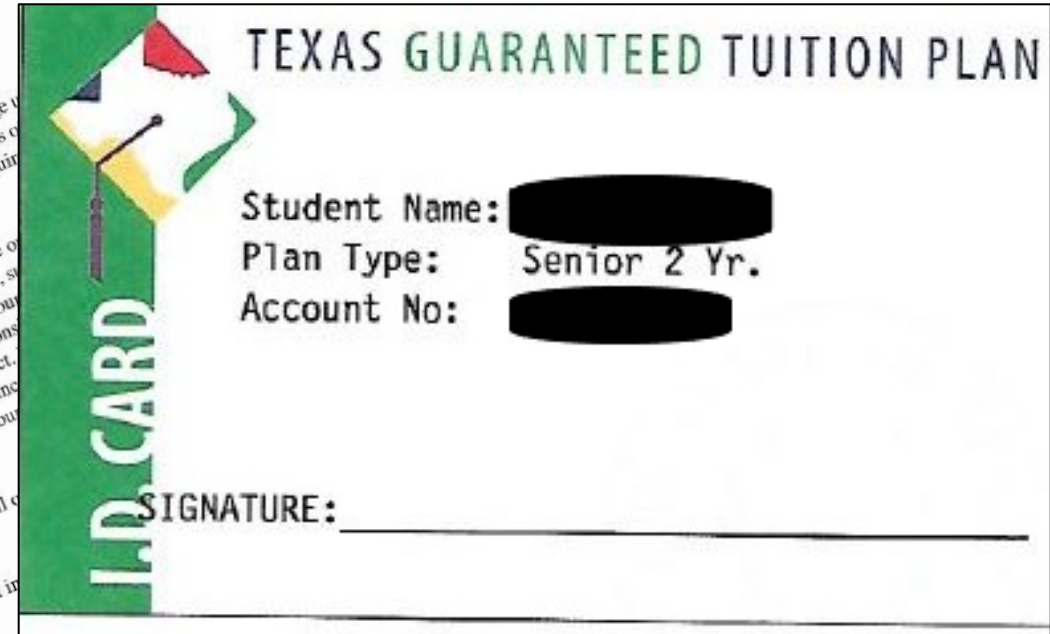
Dear Graduate:

Below are your *Texas Guaranteed Tuition Plan* (TGTP) Identification Cards (ID) for use from the time you enter college to your college or university at registration to receive credit on your account for your TGTP tuition and school-wide required payment. The institution will bill TGTP directly on your behalf for the benefits covered under your contract.

Please remember that TGTP will only pay for tuition and school-wide required fees up to the amount available on your plan. You may be required to pay fees that are not school-wide required fees and are not covered by the Plan, such as advisor or costs associated with dropped classes or above the hours available on your contract. It is your responsibility to pay for these fees. You will also be responsible for paying the college or university any costs associated with an out-of-state college or university, to notify the college or university of your intent to use your TGTP contract, and to submit an *Intent to Enroll* form and the Student Handbook, which contains information about using your TGTP benefits, to our office 60 days in advance of your enrollment. The *Intent to Enroll* form and the Student Handbook are available on our website at [www.tgtp.org](http://www.tgtp.org).

If you have questions concerning your *Texas Guaranteed Tuition Plan* contract benefits, please call our staff at 1-800-445-GRAD (4723), Option 2.

Congratulations from all the staff at the *Texas Guaranteed Tuition Plan* on reaching this point in your education. We wish you much success in college and afterwards.



TEXAS GUARANTEED TUITION PLAN

Student Name: [REDACTED]  
Plan Type: Senior 2 Yr.  
Account No: [REDACTED]

I.D. CARD

SIGNATURE: \_\_\_\_\_

Email us a copy of your signed membership card  
[sponsoredbilling@unt.edu](mailto:sponsoredbilling@unt.edu)



# Tax Reporting

- Student Accounting processes the **IRS 1098-T** form by the end of January each year.
- The form is posted in myUNT and available for students that opt-in to receiving an electronic form.
- Additional information can be found at [studentaccounting.unt.edu](https://studentaccounting.unt.edu).

# ID Cards



- Our office issues all University ID cards (complete task in myUNT).
- There is no charge for the first UNT ID card. All replacement ID cards are subject to a \$10 replacement fee.
- **We do not take student pictures in person**
- To pick up their ID card, students must have a valid government photo ID
  - Driver's License, passport, or high school ID

A screenshot of the myUNT interface. At the top, there is a navigation bar with a home icon on the left and a 'Tasks' title on the right. Below the navigation bar, there is a sidebar on the left with two items: 'To Do List' (with a '4' in a circle) and 'Completed Agreements'. The main content area is titled 'To Do List' and contains a table with 4 rows. The table has three columns: 'Task', 'Institution', and 'Status'. The first row is highlighted in yellow and contains the text 'New Student ID Card', 'University of North Texas', and 'Initiated'. There is a right arrow icon at the end of this row. The table also includes a '4 rows' indicator and a sort icon in the top right corner.

Task	Institution	Status
New Student ID Card	University of North Texas	Initiated

## Task Details



### New Student ID Card

**Institution** University of North Texas

**Status** Initiated

**Status Date** 05/09/2022

The official UNT ID provides access to several on-campus amenities such as: Library access, events on campus, access to the recreational center and athletic events, access to on-campus dining and residence halls, and more.

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There is no charge for your **first** UNT ID card. Replacement ID cards are subject to a \$10 replacement fee.

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Photos must meet the requirements listed below. (University ID Office reserves the right to refuse any photo that does not meet the requirements.)

- Current color photo
- White, smooth background
- Look straight at the camera
- Head and top of shoulders ONLY
- No borders on the photo
- No hats/bandanas/headbands/masks
- No sunglasses on face or top of head
- No props or extra people in the photo
- File format .jpg or .jpeg ONLY

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[Upload Photo](#)

# Authorized Payers



Message Board

Payment Profiles

Student Choice Refunds

**Authorize Payers**

## Authorized Payers

Through *QuikPAY™*, you are able to authorize others to make payments to your personal accounts.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

 Add New

## Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, grandparents, employer, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to make payments towards your account. You will be required to provide your account balance information to the authorized payer(s).

**Authorized payers will access the QuikPAY website at [essc.unt.edu/saucs](http://essc.unt.edu/saucs).**

Required fields are marked with an \*

### Authorized Payer Information

Authorized Payer's Full Name\*:

Authorized Payer's Email\*:

Confirm Email\*:

Create Login Name\*:

# FERPA

## *Family Educational Rights and Privacy Act*

- **FERPA** is a **federal law** that gives certain rights to parents regarding their children's educational records.
- These rights transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level (high school).
- Student and parent rights are outlined online at [ferpa.unt.edu/what-is-ferpa](https://ferpa.unt.edu/what-is-ferpa)
- Student Consent for Release of Records can be completed online in [myUNT](#).

# FERPA - Release



UNT UNIVERSITY OF NORTH TEXAS Student Homepage

<b>Tasks</b> No current tasks	<b>Admissions</b> No active application	<b>Enrollment</b>
<b>Academic Records</b>	<b>Financial Aid &amp; Scholarships</b>	<b>Student Account</b>
<b>Advising &amp; Orientation</b>	<b>Profile</b>	<b>Resources</b>

**Profile**



- Personal Details**
- Contact Details
- Addresses
- Emergency Contacts
- Ethnicity
- 3rd Party Release
- Campus Alert

# STUDENT ACCOUNTING



## Contact Information

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**Email:** [sfs@mail.unt.edu](mailto:sfs@mail.unt.edu)

**In Person:** Eagle Student Services Center (Rm 105)

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*This presentation can be found on our website under 'Resources' / 'Information for New Students'*