

Business Office



Student Financial Responsibility Agreement

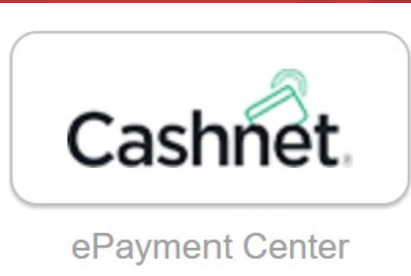
All students are required to accept the University of the Incarnate Word Financial Responsibility Agreement prior to registering each semester. The agreement outlines the financial terms and conditions associated with course registration.

**Refer to the Academic Calendar for registration deadlines*

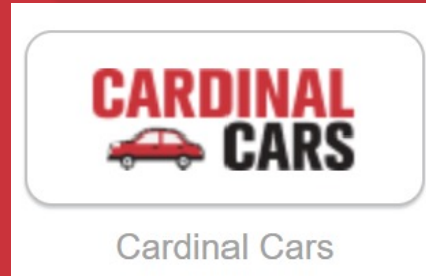
Communication

- The official form of communication is through your Cardinal email
 - Balance notifications
 - Important updates & reminders
 - Student inquiries
- When sending an email, please include your:
 - Student ID
 - Phone number
- Student must give Proxy access in order for the business office to discuss detailed information regarding the student's account

Cardinal Apps-Business Office



- View student bills
- Make payments
- Payment plans
- Add payers



- Register vehicle(s)
- View citations
- Appeal parking fines



- Add/Remove direct deposit information for student refunds

Parking

- Parking on UIW Campus requires your vehicle to be registered through Cardinal Cars
- The annual cost of parking is assessed to your student bill once you have registered your vehicle(s)
- To Register Vehicle(s)
 - Visit your Cardinal Apps portal
 - Select the Cardinal Cars application
 - Select *Get Permits* to begin the registration process
- 2021-2022 Permit Fees
 - Commuter/Economy: \$250 /year
 - Resident (must be eligible): \$680 /year

Parking

- Multiple vehicles can be registered under your student account, but you may only have one vehicle on campus at a time
- Any vehicle not registered or parked in a location other than the permit-designated area, is subject to parking fines
 - *Refer to the [Parking](#) webpage for our parking map*
- You do not need to register your vehicle if you do not plan to park on campus

Student Bill

- When is tuition due?
 - Tuition is due on or before the 1st day of the semester
 - Payment plan options are available
- How can I view my student bill?
 1. Email notifications are sent at the beginning of the month when your student bill has been published
 2. A real-time student bill can be viewed by visiting your Cashnet application
 3. Student bills can also be requested directly from our office

Payment Plan

- There is no cost to enroll in a payment plan!
- Payments are due on the 1st of each consecutive month
- Automatic payments are available, but not required
- No penalty for larger payments or paying ahead of schedule
- A new payment plan is required each semester
 - Payment plans will NOT roll over semester to semester



UNIVERSITY OF THE INCARNATE WORD

INVOICE

AS OF 09/01/2020

4301 Broadway St. CPO 291

San Antonio, TX 78209

Fax - 210-829-2745

STUDENT ID AND E-MAIL	NAME	YEAR & SEMESTER	DUE DATE	
W00000123 cardinal@uiwtx.edu	Red Cardinal	Fall 2020	09/01/2020	
DESCRIPTION		CHARGES	CREDITS	
Previous Balance		\$0.00		
StuServices,Athletics,Tech Fee		\$480.00		
Insurance Fee		\$1,066.00		
Records Fee		\$40.00		
Dimensions Wellness Course Fee		\$25.00		
Banded Undergrad Tuition-Fall		\$15,510.00		
Deferred Payment Plan Fee		\$50.00		
English Course Fee		\$10.00		
Insurance Fee Waiver			\$1,066.00	
Loan Direct Unsub Stafford			\$990.00	
Fed. Supp. Educational Grant			\$500.00	
Texas Equalization Grant			\$1,500.00	
Academic Scholarship			\$6,000.00	
Loan Direct Sub Stafford			\$1,732.00	
Visa Card Payment - Web			\$50.00	
Incarnate Word Grant			\$1,500.00	
Federal Pell Grant			\$3,173.00	
		TOTAL AMOUNT DUE	\$670.00	
		INSTALLMENT PLAN AMOUNT	\$223.33	

SAMPLE

CONTACT:

Main Campus Business Office – Email: busad@uiwtx.edu Phone: 210-829-6043
ADCAP/Online Business Office (EAP) – Email: eapbo@uiwtx.edu Phone: 210-829-6099
Financial Aid Office - Email: finaidd@uiwtx.edu Phone: 210-829-6008

Cashnet (ePayment Center)



Overview



My Account

RD

Red Cardinal

University of the Incarnate Word

Balance

\$16,440.00

Overview

Activity Details

Payment Plans

Make a Payment

Transactions

Statements

Tax Forms

Sign Out

Summary

[View statements](#)

Balance Fall (2021)

\$16,440.00

Balance

\$16,440.00

Previous Term Balance	\$0.00
Current Term Charges and Payments	\$16,440.00
Current Term Pending Financial Aid Credits*	\$0.00
Future Term Charges and Payments	\$0.00
Total Amount Due	\$16,440.00

**financial aid credits cannot be applied to previous term balances*

[View activity details](#)

Fall 2021 Payment Plan

Payment Plan Length	Deadline to Enroll	Start Date
6 Months	May 25, 2021	June 1, 2021
5 Months	June 25, 2021	July 1, 2021
4 Months	July 25, 2021	August 1, 2021
3 Months	August 25, 2021	September 1, 2021

Payment Methods

- Online Payments
 - Credit/Debit Cards
 - Visa, MasterCard, Discover, American Express
 - 2.75% fee for all domestic credit/debit cards
 - 4.25% fee for all international credit/debit cards
 - Bank Account (ACH Payment)
 - No fees!
- In-Person Payments
 - Cash
- Mailing Payments (Checks):
 - 4301 Broadway
 - CPO #291
 - San Antonio, TX 78209
 - **Student ID number must always be included*

Health Insurance

- Students enrolled at full-time status*, will automatically be enrolled in the student health insurance plan, provided by Wellfleet. The insurance premium will be reflected on the student's bill. Students have the option to waive the annual premium by demonstrating comparable health insurance coverage.

**Full-time students (Undergraduate 12+ hours, Graduate 6+ hours, Professional Programs, and Doctoral 6+ hours) are defined as main campus students enrolled in the traditional 16-week semester. 8-week programs are not eligible. International students are automatically billed when enrolled in 1+ hours.*

Health Insurance Waiver

****WAIVER DEADLINE****

September 3, 2021

- The health insurance waiver for 2021-2022 academic year will be available June 1, 2021
- How to Waive Coverage
 - Visit the [Health Insurance Waiver](#) webpage
 - Select the **Enroll Dependents or Waive** section.
- Press the *Waive* button to create an account with Wellfleet
 - Enter your Student ID number without the W0
 - Enter your Date of Birth
- Once you have successfully created an account you will have the option to waive the student health insurance
- Select the Waive button in blue to start the waiver application

Health Insurance Waiver

- A confirmation email will be sent to the email address provided. Waivers in a pending status will receive notification of approval within a week. If your waiver has been denied, please review the denial reason for further instruction. Please allow 5-7 business days from notification of approval for the waiver to be applied to the student bill.

[How to Waive Coverage](#)



Key Points

1. Make sure to register your vehicle if you will be parking on campus
2. Enroll in a payment plan if you need additional time to pay your balance
 - It's FREE to enroll!
3. If you are anticipating a refund, you have the option to enroll in Direct Deposit through Cardinal Apps
4. The deadline to waive the student health insurance is **September 3, 2021**

Stay Connected!

Office Hours:

Monday-Friday

8AM-5PM

Contact Us

Email: busad@uiwtx.edu

Telephone: (210) 829-6043

Schedule a [Zoom Appointment!](#)

Visit our [Business Office](#) webpage!

