

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-Parents

- The official form of communication with students is through Cardinal email
 - Balance notifications
 - Important updates & reminders
 - Student inquiries
- Student must give Proxy access in order for the Business Office to discuss detailed information regarding the student's account (FERPA)
 - [Proxy Access Information](#)



BannerWeb Self
Service

Cardinal Apps-Business Office



CashNet ePayment
Center

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



Cardinal Cars

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



B9 My Profile
(Personal Info/Direc...

- Add/Remove direct deposit information for student refunds

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 the student bill?
 1. Email notifications are sent at the beginning of the month to students when the student bill is published
 2. To view a real time bill in Cashnet, you must be added as a payer (your student must add you).
 3. You must be added as a Proxy in order to obtain a student bill from the Business 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
- A new payment plan is required each semester
 - Payment plans will NOT roll over semester to semester

Scheduled Invoice

STUDENT ID AND E-MAIL		NAME	YEAR & SEMESTER	DUE DATE
W00000123 cardinal@uiwtx.edu		Red Cardinal	Fall 2025	08/22/2023
DESCRIPTION			CHARGES	CREDITS
Previous Balance			\$0.00	
Texas Equalization Grant				\$1,398.00
Academic Scholarship				\$10,000.00
Student University Fee			\$980.00	
Banded Undergrad Tuition-Fall			\$16,850.00	
Insurance Fee			\$977.00	
TOTAL AMOUNT DUE			\$6,716.00	
INSTALLMENT PLAN AMOUNT				

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

IMPORTANT INFORMATION - PLEASE READ:
Student/Authorized Payers will be required to provide the student ID # to conduct business.

REMINDER: Tuition is due on the first day of the respective semester, payment plan options are available. Refer to Cardinal apps 'ePayment center'. Insurance waiver opens 6/1; deadline to waive (Domestic students ONLY) is 9/02/2022.

Cashnet (ePayment Center)



Overview



My Account

Overview

Activity Details

Payment Plans

Make a Payment

Transactions

Statements

Tax Forms

Sign Out

RD

Red Cardinal
University of the Incarnate Word

Balance
\$16,440.00

Summary

[View statements](#)

Balance: Fall 2025

\$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 2025 Payment Plan

Payment Plan Length	Deadline to Enroll	Start Date
5 Months	June 25, 2025	July 1, 2025
4 Months	July 25, 2025	August 1, 2025
3 Months	August 25, 2025	September 1, 2025

Payment Methods

- Online Payments (CashNet e-payment Center)
 - Credit/Debit Cards
 - Visa, MasterCard, Discover, American Express
 - 2.75% fee for all domestic credit/debit cards
 - 4.75% fee for all international credit cards
 - Bank Account (ACH Payment)- \$0 fees
 - Routing Number
 - Account Number
- Wire Payments
 - Flywire
- Business Office (in-person)
 - Cash/Checks
- Mailing Payments (Checks):

4301 Broadway CPO #291
San Antonio, TX 78209

 - **Student ID number must always be included*

Health Insurance

- Students enrolled full-time will automatically be enrolled in the student health insurance plan, provided by Wellfleet. The insurance premium will be charged on the student's fall and spring bill. Domestic students have the option to waive the annual premium by demonstrating comparable health insurance coverage. The waiver must be submitted online by the posted deadline, no exceptions.
- Health Insurance Waiver



****WAIVER DEADLINE****

September 5, 2025

Checklist

- ☐ Register for a permit
 - Permits are REQUIRED to park on ALL University Parking lots.
 - Refer to parking rules and regulations (University Police Dept. Webpage)
- ☐ Enroll in a payment plan if additional time is needed to pay student's balance
 - No cost to enroll!
- ☐ Enroll in Direct Deposit
 - Receive refunds faster
 - Safer option
- ☐ **September 5, 2025 - DEADLINE** to waive student health insurance

Stay Connected!

Office Hours:

Monday-Friday
8AM-5PM

Contact Us

Email: busad@uiwtx.edu

Telephone: (210) 829-6043

Visit our [Business Office](#) webpage!

