

Payment Options

Important notice regarding sending sensitive information via email

UTD strongly discourages students from sending sensitive information via email. In order to protect our students from identity theft and other malicious acts, UTD does not accept debit or credit card information via email for payment of tuition and fees.

Payment Deadlines

Payments must be made on or before the published due date. **If payments are received after the published due dates, late fees will be charged to the student's account.** For more information on payment deadlines, please refer to the [Payment Deadline and Tuition & Fee Schedules](#).

Payments can be made towards your account through any one of the following options:

Pay Online

- Visit Galaxy at <http://galaxy.utdallas.edu/cp/home/loginf>
- Payment System Operating Hours (CST) are:
 - Monday thru Thursday: 8:00am - 10:00pm
 - Friday: 8:00am - 5:30pm
 - Saturday: 9:00am - 12:00am (varies after 4:00pm)
 - Sunday: 1:00pm - 10:00pm
- Enter login info:
 - Login ID: Enter your NetID
 - Password: Enter your NetID password

NOTE: If you have not received your NetID and password, visit the NetID webpage at <https://netid.utdallas.edu/quam/newuser/login?login=Y> to set up your account.

If you have forgotten your password, go to <https://netid.utdallas.edu/quam/ssnlogin> to retrieve it.

- Select the correct **term** for the semester.
- Click on **Account Summary and Pay By Credit Card or Check.**
- The account summary will be displayed reflecting all charges and credits to your account.

Pay By Credit Card Online

- Follow the instruction for paying online.
- Click on **Credit Card Payment.**
- We accept Master Card and Discover, but not Visa.
- A convenience fee of 1.90% of the total payment amount will be charged to your account when choosing the Credit Card payment option.

Note: The payment verification process may take a few moments.

Please do NOT resubmit payment if the confirmation page fails to appear.

Instead, log out of Galaxy, log back in, and review your account balance to ensure payment was received.

Pay By eCheck Online

- Follow the instruction for paying online.
- If you wish to pay using your bank account, click on **ECheck.**
- You must enter your 8 digit UTD-ID number and Pin Code.

IMPORTANT MESSAGE FOR WEBCHECK USERS

If you have recently changed your PIN Code, you must wait at least 2 hours before making a webCheck payment. If webCheck does not accept your new PIN Code, then additional time is needed. Please DO NOT attempt to use old PIN Codes - your payment will be incomplete.

If you continue to experience problems logging into webCheck, please contact the Office of the Registrar at 972.883.2342 or records@utdallas.edu.

- Enter the routing number, account number, billing address, and the payment amount.
- There is no convenience fee for paying by **ECheck.**
- Payment by **ECheck** is subject to the [Returned Check Policy](#)

Pay By Mail

Please mail your payment to:

Bursar's Office MC15
The University of Texas at Dallas
P.O.Box 830688
Richardson, Texas 75083-0688

Payments must be received at the Bursar's Office by the due date published on the [Payment Deadline and Tuition & Fee Schedules](#) page.

Priority or Overnight payments can be mailed to:

2601 N. Floyd Road MC 15
The University of Texas at Dallas
Richardson, Texas 75080

You can mail:

- Personal Check (Please include the student's name and UTD-ID number with the check so that payment can be posted to the correct account).
- Cashier's Check (likewise)
- Money Order
- Please **do not mail cash.**
- Payments made by check will be subject to the [Returned Check Policy](#).

- **Note: Please make all checks and money orders payable to The University of Texas at Dallas.**

Perkins Loan

The Perkins Loan is awarded to undergraduate and graduate students with exceptional financial need. This is a campus-based loan program with the school acting as the lender using a limited pool of funds provided by the federal government. The interest rate is 5% annually and there are no **origination** or **guarantee fees**. For more information on how to qualify and apply for a Perkins Loan, contact the [Financial Aid Office](#) at (972)883-2941.

For more information on the repayment of Perkins Loans or questions about deferment options, please visit the [Perkins Loan](#) page or contact:

[Tomeka Myles-Odom](#)
(972)883-2616

Pay at the Bursar's Office

We are located in the lower level of the McDermott Library Building. For office hours, please see the [contact](#) page.

You can drop a check in the drop box if you come to the office after business hours or would like to avoid standing in the line during busy business hours. Please include the student's name and ID number with the check so that payment can be posted to the correct account. **Please do not drop cash in the drop box. Payments received after the close of business on a payment deadline will be considered late and are subject to late payment fees.**

You can pay by:

- Personal check (Please include the student's name and UTD-ID number with the check so that payment can be posted to the correct account)
- Cashier's check (likewise)
- Money order
- Traveler's check
- Cash
- Debit card
- **We do not accept credit card payments at the Office.** Payments can be made online using only MasterCard or Discover. Web Kiosks are conveniently located in the basement of the Library.
- Payments made by check will be subject to the [Returned Check Policy](#).

Pay by Installment Plan

By statute outlined in Section 54.007 of the Texas Higher Education Code, a student must be enrolled in the full term session in order to be eligible to pay by the installment plan.

Arrangements to pay tuition by installment may be made in person at the Bursar's Office or by making a request via email at bursarsoffice@utdallas.edu. A new contract must be signed each semester you wish to pay by installment. Those students requesting to be set up on installments via email will be sent a contract which they must sign and email or fax it to the Bursar's Office along with a copy of their drivers license, state ID or passport before it will be reflected on their account.

Tuition will be divided into three installment payments. The first payment includes a non-refundable handling fee of \$25, one half of tuition, and any nondeferrable fees. The second payment is one fourth of tuition, and the third payment is the remaining fourth of the total tuition. Payment deadlines are approximately one month apart and are published in the [payment deadline schedule](#).

The first installment payment is subject to escalating [late fees](#). A late fee of \$30 will be assessed on the second & third payment if not received by the published due date. In the event of non-payment, the total amount due shall accrue interest from the third payment deadline at the rate of ten percent (10%) per year until this Note is paid in full.

Pay by Short Term Loans

- Students with outstanding Short Term Loans from prior semesters are NOT eligible to receive an additional loan.
- Students may apply in person for a Short Term Loan at the [Financial Aid Office](#). The interest rate can be 5% or 10% depending on availability of funds and number of enrolled hours.
- The loan paperwork (contract, application and addendum if applicable) must be brought to the Bursar's office by the published payment deadline to avoid escalating [late fees](#).
- A non-refundable \$25 Short Term Loan Origination Fee must be paid before the loan will be applied towards the students account.
- Health insurance (International Students) is not covered by the Short Term Loan and must be paid prior to or at the time the loan is accepted as payment.
- The loans need to be paid back by the due date to avoid penalties.

For more information please visit: [Short Term Loans](#).

Consequences of Non-Payment

Students who fail to make full payment to the University for tuition, fees, and Short Term Loans when the payments are due are subject to the following actions at the University's discretion:

- a. Students may be dropped from their class(es).
- b. [Late payment fees](#) will be assessed.
- c. [Registration holds](#) so that the student will not be allowed to register for or add class(es).
- d. Withholding of grades, diploma, and official transcript
- e. All penalties and collection actions authorized by law.



Finance Division: (972) 883-2612

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