Bursar's Top 10 Things for Grad Students to Remember

As the Spring 2012 semester approaches, the Bursar's Office wishes to remind all graduate students about these ten important items to help your arrival at UConn go smoothly.

1. UConn utilizes electronic billing (e-bill) and does not issue paper statements. Fee bill charges will be e-mailed to your HuskyMail account each evening as you register for the spring term. Additionally, you can view your fee bill online by logging into the Student Administration System at https://student.studentadmin.uconn.edu.

2. Don't forget that fee bills must be settled by the first day of classes which this semester is January 17, 2012. Late fees begin accruing on January 18.

3. Students and authorized users can make free online e-check payments by logging into the e-Bill and Payment Plan Suite at http://www.bursar.uconn.edu. You may also login to your own bank's online bill paying system and select "UConn Fee Bill" from their list of payees. Credit card payments can only be performed through the Student Administration System. The university accepts MasterCard, Discover, American Express and Diners Club. A 2.5% convenience fee will be charged for credit card transactions.

4. Please remember that if you have an assistantship, only your tuition is waived. You are still responsible for paying all other fees. Also, you must be registered for at least 6 credits (graded credits) to be eligible for the GA tuition waiver.

5. Applications for payroll deduction contracts are currently being accepted. Apply online by logging into the Student Administration System. Please remind your department that they must first complete your payroll authorization for you to access this system and to avoid late fees. It is strongly recommended that you sign
up for payroll deductions before the first day of classes to avoid late fees and holds.

6. If a third party will be paying your tuition or fees you must provide the Bursar's Office with a copy of the billing authorization prior to the due date of the fee bill.

7. If you have been charged the health insurance fee but already have your own health insurance, you may waive it by logging into the Student Administration System and navigating to "Student Center > Student Permissions > Health Insurance Waiver." Don't forget to print out or write down your waiver confirmation number.

8. If you are anticipating financial aid and it doesn't appear on your online fee bill then it means you have not yet completed one or more steps in the financial aid process such as signing your promissory note or notifying us of an outside scholarship. You should move to correct this as quickly as possible.

9. Due to federal regulations, if you want your federal financial aid to pay all your UConn charges you must grant us special permission. Otherwise, certain kinds of charges may remain on your account resulting in a hold. If you've never done this waiver you may do so by logging into your student account and navigating to "Student Center > Student Permissions > Title IV Financial Aid Waiver." If you completed the waiver in a previous semester you do not need to do it again.

10. Refund checks cannot be handed out until the first day of classes. Lines for refund checks at the start of each semester are very long so if you can afford to wait a few days you may want to do so. Also, before coming to the Bursar's Office, be sure to login to the Student Administration System to make sure your check has been written. Your check is ready when it appears in the "Refunds" section of your online fee bill account and will be available for pick-up at your campus Bursar's Office. Refund checks for excess financial aid will be written automatically but only after your financial aid has actually paid out to your account. If you have a credit balance that is not based on federal financial aid, you should go to the Bursar's website and proceed to the "Forms" section and select "Request a Refund Check."

Lastly, please be sure your Mail/Bill Address and phone number are current in the Student Administration System. As always, if you have any questions please feel free to e-mail us at Bursar@uconn.edu.

Happy New Year and we look forward to seeing you this semester!