

### Contact Information

1900 Commerce Street  
Attn: Cashier's office  
Box # 358433  
Tacoma, WA 98402-3100

Phone: (253) 692-4669  
Fax: (253) 692-5661

Web Site:  
<http://www.tacoma.washington.edu/cashier>

### Office Hours

First week of each quarter:  
(Excluding Summer)

Monday – Thursday:  
8:30 am – 6:00 pm

Friday:  
8:30 am – 3:00 pm

Remaining weeks of the quarter/interim:

Monday & Wednesday:  
10:00 am – 11:45 am  
12:45 pm – 5:00 pm

Tuesday & Thursday:  
9:00 am – 11:45 a.m  
12:45 pm – 5:00 pm

Friday:  
10:00a.m-11: 45a.m  
12:45p.m-3:00p.m.

*(Please visit the Cashier office website via the link above  
for current office hours, any applicable updates will be  
listed)*



# Tuition & Related Fee Payment Information Brochure



### Tuition Due Date:

The tuition due date is always the third Friday of the quarter as follows:

Autumn 2008	OCT 10, 2008
Winter 2008	JAN 23, 2009
Spring 2009	APR 17, 2009

Please visit the link below if the current quarter's due date is not listed:

<http://www.washington.edu/students/sfs/sao/tuition/when.html>

### Tuition Statement & Billing:

A courtesy email notice reminding students to check their tuition statement on MyUW will be sent to their UW email account if they have an outstanding or credit balance. Students are responsible for full payment of tuition and fees by the due date regardless of whether or not they receive the tuition email notice. Their current balance and other account activity can be accessed via MyUW at any time. In addition, students may authorize two other individuals to receive billing information. Please visit MyUW for details.

### Late Payments:

Students who have an outstanding balance after the due date will be assessed a late payment fee based on that balance per the fee schedule listed below:

<u>Balance</u>	<u>Late Fee</u>
\$250 and above	\$120
\$50 - \$249.99	\$50
\$49.99 and below	No late charge

### Tuition Payment Plan:

The Tuition Payment Plan is a program offered by UW Tacoma, which allows students to make their tuition payment in three installments; there is a \$10 service charge for participating that is due with the first payment.

Enrollment forms are made available at the Cashier's office located on the third floor of the Mattress Factory building (on the brochure rack to the left of the Cashier office window) two weeks prior to the beginning of each new quarter. A completed form accompanied by the first payment must be received no later than 5 p.m. on the due date in order to be accepted into the plan. Postmarks will not be accepted.

The due dates of the Tuition Payment Plan are always the first, third and fifth Fridays of the quarter. Students whose initial payment isn't received by the deadline will not be eligible for the program. The two remaining payments are each subject to a \$55 late fee if they're not made on time.

Students may make their payment by cash, check or money order. Please send payment plan payments to the UW Tacoma Cashier's office only. Students may also enroll and make payments via the drop box located down the hallway to the right of the cashier office window.

### Payment Options:

#### Payment Drop Box

Students may place their payment in the drop box located down the hallway to the right of the Cashier office window. Please make checks payable to UWT and include either a student ID or SS #.

A late fee will not be assessed on payments placed in the drop box by the due date.

#### Web Check Payment

Tuition and related charges may be paid online by web check from a checking or savings account. This service is accessible from the Tuition Charge Statement on MyUW. A bank routing number, account number and UW student ID number are required to complete this transaction. If there are not sufficient funds in the bank account to cover an authorized payment, the student's UW account will be assessed a returned item fee of \$25 in addition to possible late payment fees. Payments post immediately and there is no fee for this service.

### Paying by Credit Card (Internet Only)

Tuition and fees can be paid by credit card via the internet only. To make a payment sign in at MyUW and select the "Credit Card Payment" option. The fee for credit card payments is \$ 77.95.

### By Mail

University of Washington, Tacoma  
Attn: Cashier's office  
Box # 358433  
1900 Commerce Street  
Tacoma, WA 98402-3100

Post-dated payments are not accepted; tuition must be paid no later than the due date to be considered on time.

### Scholarship Checks & Voucher Payments:

Students having their tuition paid by scholarship check or voucher should submit these by mail to:

University of Washington  
Attn: Student Fiscal Services  
Campus Box # 355870  
129 Schmitz Hall  
Seattle, WA 98195

by fax to (206) 685-2942 or it may be submitted to our office, we will date stamp and forward them via campus mail to Student Fiscal Services on your behalf. Please contact Student Fiscal Services at (206) 543-4694 regarding payment status or visit MyUW. There is typically a 3-5-business day processing period beginning when the Student Fiscal Services department receives the item. Scholarship check & voucher payments must be received by the due date to be considered on time.

### Overpayment Refunds:

Students who have a credit balance in their account may request a refund by contacting Student Fiscal Services at (206) 543-4694.