UW Tacoma Cashier’s Office Orientation

- Tuition and Fee Payments
- Authorization Release
- Other Important Information

Presented by Finance and Administration
This is where you will find:
- Cashier’s Office
- Parking and Transportation
- Human Resources and Payroll
- Finance and Campus Planning
Managing the Maze

Payments for:
• Student Account Fees (Cash/Checks Only)
• Parking Citations
• Transcript Requests
• Miscellaneous Fees

Regular Hours of Operation:
Monday-Thursday: 9:30 AM – 11:30 AM
12:30 PM – 4:30 PM
Fridays: 9:30 AM – 11:30 AM
12:30 PM – 3:00 PM

tacoma.uw.edu/cashier

CAR 400 (4th floor Carlton Center)
Drop Box Payment

If the Cashier’s Office is closed, you can leave your payment in one of the two drop box locations.

The drop boxes are checked daily and your payment will be processed by the end of the next business day, if not sooner.

24 - 7 - 365
1st floor of Dougan across DOU176

Mon-Fri 8AM-5PM
Cashier’s Office CAR 400
Drop Box Payment

- Fill out one of the pre-labeled envelopes with your information: (Name, Student ID#, email, phone number etc.)
- If you don’t know your Student ID# leave your Social Security #.
  - Our drop boxes are secure and your information will be destroyed after your payment is processed!
  - Make sure to leave your contact information in case there are any questions.
- Insert payment inside the envelope.
  - Make sure to put your Student ID# on the memo of your check.
  - If you’re paying for a citation, put your citation # on the memo of your check.
  - If you don’t know your citation #, put your license plate #.
- If requested, a written receipt will be provided.
- Your payment will be processed by the end of the next business day.
- Your payment is not considered late if it is deposited in the drop box by the due date.

If you are making a payment on your student account, Your payment will post onto your account as soon as it’s processed. Just log into MyUW and view your tuition statement. If you don’t see your payment by the end of the next business day, please contact the Cashier’s Office.
Cashier's Office

Pay Online

The Cashier's Office serves the UW Tacoma campus in the areas of student account and related fee payment processing, departmental deposit processing and petty cash reimbursements.

We strive to provide professional service while ensuring that all transactions are processed in an accurate and timely manner.

Regular Hours of Operation

Monday - Thursday
9:30am - 11:30am / 12:30pm - 4:30pm

Fridays
9:30am - 11:30am / 12:30pm - 3:00pm

*Closed from 11:30am - 12:30pm Monday thru Friday

*Closed weekends and holidays

tacoma.uw.edu/cashier

Location (CAR 400)
Carlton Center, 4th floor
1551 Broadway
Tacoma, WA 98402

Mailing Address
UW Tacoma Cashier's Office
Campus Box 358433
1900 Commerce Street
Tacoma, WA 98402
Online Payment Tools

Please select the online purchasing or payment tool you would like to visit:

- New Student Enrollment Confirmation
- Pay Tuition/U-Pass
- UW Tacoma Parking Citations
- Purchase Parking Permits
- Pay for an OUE Placement Test (Math/Spanish)
- Pay for a Milgard Writing Skills Assessment

tacoma.uw.edu/cashier
Paying the Bill

Tuition is Due by the 3rd Friday of every Quarter

Online Tuition Statement
- Found in MyUW
- Payment Options: myuw.washington.edu

Webcheck is free, fast, and safe
- Payment posts immediately and is a safer option
- No chance that check is lost in the mail or stolen
- Other options: check, credit card with a 2.24% fee, or in person

Pay in person (CAR 400): Checks or Cash ONLY
- Or by mail (CHECKS ONLY): UW Tacoma Cashier’s Office - Tuition
- 1900 Commerce, Box 358433, Tacoma WA 98402
Sample Check

Pay to the
Order Of UW Tacoma

one thousand two hundred thirty-four and 56/100

Your Bank Name
Your Bank Address

Memo: SID#: 1350427

123456789 987654321 101
Routing # Acct # Check #

Your Signature

Today's Date 8/4/2015

$ 1,234.56
Your student account is managed by Student Fiscal Services (SFS) at UW Seattle. Most everything you need is available online:  f2.washington.edu/fm/sfs/home

Online Services
- View 1098T tax form
- Pay tuition: Student Login
- Pay tuition: Parent Login
- Add / change direct deposit
- Apply for short-term loan
- View tuition statement
- Sign for Direct Stafford loan
- Sign for Grad PLUS loan
- Sign for Perkins loan
- Short-term loan extension request
- Ask a question via email
Information Release Authorization

The Student Gives YOU Access to the Bill

- He/She clicks on the link found in the Tuition Statement

![Image of University of Washington tuition statement and information release authorization]

Managing the Maze
Authorization for Information Release and Online Account Access

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of your education records. As a general rule the University will not release your records to a third party (including your parents or guardians) without your written consent. You may use this form to authorize release of your tuition account and financial aid information.

I authorize the following individual(s) to have access to my tuition account and financial aid information.

- To rescind this release at any time, select the "Delete" box and click the "Update Releases" button.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Name</th>
<th>Relationship to Student</th>
<th>Information Type</th>
<th>Release By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bob Hurt</td>
<td>Other Relative</td>
<td>☑ Student Fiscal Services Information about Student Tuition Account including balance, payments, adjustments, aid disbursements, or any other account questions.</td>
<td>Online (available for Student Fiscal Services only) Access instructions will be sent to the email address provided. Email: <a href="mailto:hurtbob@uw.edu">hurtbob@uw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Karen Ramsey</td>
<td>Other Relative</td>
<td>☑ Student Fiscal Services Information about Student Tuition Account including balance, payments, adjustments, aid disbursements, or any other account questions.</td>
<td>Online (available for Student Fiscal Services only) Access instructions will be sent to the email address provided. Email: <a href="mailto:ramseyk@uw.edu">ramseyk@uw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Matthew Winlow</td>
<td>Other</td>
<td>☑ Student Fiscal Services Information about Student Tuition Account including balance, payments, adjustments, aid disbursements, or any other account questions.</td>
<td>Online (available for Student Fiscal Services only) Access instructions will be sent to the email address provided. Email: <a href="mailto:winlowm@uw.edu">winlowm@uw.edu</a></td>
</tr>
<tr>
<td></td>
<td>Patricia Greer</td>
<td>Guardian</td>
<td>☑ Student Fiscal Services Information about Student Tuition Account including balance, payments, adjustments, aid disbursements, or any other account questions.</td>
<td>Online (available for Student Fiscal Services only) Access instructions will be sent to the email address provided. Email: <a href="mailto:greerrp@uw.edu">greerrp@uw.edu</a></td>
</tr>
</tbody>
</table>

- Phone: In Person
  - Please select a challenge question that will be verified each time information is requested. For the person to whom you are releasing information:
    - Question: What was the name of this person's high school?
    - Answer: }
Guest Paying Tuition Bill

Student Gives YOU Access to the Bill

- You will receive an email with instructions once your student authorizes you.
- You will need the following information:
  - Your student’s UW number
  - The answer to the challenge question your student provided.
  - You will see the image below to log in.

![Image: Login Form]

- To log in at any time, go to [https://f2.washington.edu/fm/sfs/parents](https://f2.washington.edu/fm/sfs/parents) or view the quick link from our SFS webpage to pay tuition.
Paying Tuition Bill By Web Check

Official Tuition Charge Statement

Student Name: James Average Student
Student Number: 10333334 2
Date prepared: May 28, 2013

Due Date | Amount
---------|--------
AMOUNT PAST DUE | $32611.00

Web Check Payment

Other Payment Options

Printable Tuition Statement

Information Release Authorization
You can authorize your parents or others to have access to your tuition information, including online (web) access to your Tuition Charge Statement.

Select a new start date: Autumn 2012 (8/29/12) [Submit]

Detail of Account - Charges and payments beginning: Winter 2012 (12/28/11)

Tuition rates, billing and payment information are available in the Student Guide.

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Payments</th>
<th>Charges</th>
<th>Due Date</th>
<th>Cancel Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/12</td>
<td>LATE REGISTRATION FEK</td>
<td>25.00</td>
<td>1/20/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/13/12</td>
<td>U PASS</td>
<td>76.00</td>
<td>1/20/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/13/12</td>
<td>Tuition</td>
<td>689.00</td>
<td>1/20/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/26/12</td>
<td>STAFFORD AID REPAYMENT</td>
<td>4500.00</td>
<td>2/02/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/31/12</td>
<td>LATE PAYMENT FEE</td>
<td>120.00</td>
<td>2/07/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/03/12</td>
<td>Payment - WEB CHECK</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: 1.00 32612.00  BALANCE: $32611.00
Paying Tuition Bill
By Credit / Debit Card

A service fee of 2.24% will be added to the balance
Fees You May See in the Detail

- **UPASS** (If selected $45/quarter)
- **Late Fees**
  - $50 to $249.99 → $50
  - $250 and over → $120
- **Course/Lab fees**
- **Tuition Forfeiture**
- **Add/Drop Fee**
- **Insurance**
- **Short Term Loan**
  - $2500 available
- **UW Housing**
- **Study Abroad**
- **Other**

Managing the Maze

To protect your privacy and prevent unauthorized use, close ALL of your web browser windows and web-enabled applications when you finish.
UWT Tuition Payment Plan

How does it work:
The Tuition payment plan option allows students to pay their quarterly tuition in three installments. A new enrollment form must be submitted each quarter.

How much does it cost:
A $25 service fee is added to your student account and is due with your first payment.

Payment Plan Due Dates:
Due dates are always the first, third and fifth Fridays of the quarter. If the initial payment is not received by the first due date, you will not be accepted into the program. The remaining two payments are each subject to a $55 late fee, if they are not made on time.
Tuition Payment Plan

When To Enroll
All applications must be received by the first Friday of the quarter – NO EXCEPTIONS. Enrollment opens as soon as the current quarter charges hit your student account. This is usually around a week before classes start. Enrollment closes after the first Friday of the quarter. The Tuition Payment Plan is only available for the current quarter.

How To Enroll
You can now either enroll in person or online. During open enrollment, forms are available online or in the Cashier’s Office.

Enroll In Person or By Mail

Enroll Online
Payment Options

- **MyUW:** go to your "Tuition Statement" and select either the "Web Check" option (no service fee) or the credit card option (a service fee will be added).

- In Person at the Cashier’s Office (CAR400) located in the Carlton Building, Suite 400. *Cash or Check only*

- Payment Drop Boxes located outside the Cashier’s Office or on the 1st floor of the Dougan Building (across from DOU 176). *Cash or Check only*

- By Mail *Check only* before due date to: *(Postmarks will not be accepted)*

  *UW Tacoma - ATTN: Cashier’s Office-TPP*
  *Campus Box #358433*
  *1900 Commerce Street Tacoma, WA 98402*
Guidelines: UWT Tuition Payment Plan

Guidelines

- Payments are to be made in three installments during the current quarter.
- Due dates are the first, third and fifth Fridays of the quarter.
- $25 Service Fee due with the first payment.
- Each late payment is subject to a $55 late fee.
- Forms are located in the Cashier’s Office or tacoma.uw.edu/cashier/tuition-payment-plan-online-enrollment-form

Note: As long as you are current on your Tuition Payment Plan payments, you can ignore the late payment notices from the Seattle campus.
**Student Purchasing a U-PASS?**

**Up to and on the 7th Calendar Day of the Quarter:**
Students opt into the U-PASS program through the Optional Charges tab via MyUW before registering. You can change your U-PASS selection through your MyUW account up to the 7th calendar day of the quarter (including weekends and holidays) by completing the following steps:

1. Log onto your MyUW
2. Go the “Student Finances” tab (located in the left hand side). Click on “Health Insurance/Optional Charges”. You should then see language about purchasing a U-PASS. If you would like one, select yes.

**After the 7th Day of the Quarter**
You cannot opt out of the U-PASS program after the 7th day of the quarter (including weekends and holidays).

Students who did not opt into the U-PASS program and want to purchase one after the 7th day of the quarter can do so thru the online student U-PASS order form.

**Paying for your U-PASS**
The $45 charge for your U-PASS will post to your student account and is due at the time of the UW tuition deadline. Pay your balance for FREE ONLINE by logging into your MyUW account and selecting the web check option (will need checking account and routing number) or at the Cashier’s Office located in Carlton 400. If you do not pay for your U-PASS by the specified tuition payment due date, you may be assessed a late payment fee.
Purchasing UW Tacoma Parking Permits

Parking permit orders are ONLY available online. Permits go on sale a few weeks prior to the start of the new quarter. Permits are limited and are issued on a first come first serve basis.

For more information: [tacoma.uw.edu/parking](tacoma.uw.edu/parking).

Parking on Campus

As UW Tacoma is an urban campus, parking can sometimes be a challenge. There are a number of paid parking options on or near campus, but free street parking can be hard to find. You can use this site to explore your options and keep up on the latest parking news.

Parking News and Reminders

**Student Autumn 2015 Permits Go on Sale September 15th**

Autumn 2015 parking permits for all UW Tacoma and Community Partner lots will be available for purchase online starting at 9:00 a.m. Tuesday September 15th

**Community Partner Parking Resources**

UW Tacoma has partnered with Republic Parking Northwest and Diamond Parking Services to offer UW Tacoma customers parking permits at significantly discounted rates for the Autumn, Winter and Spring quarters. Products offered include both restricted and unlimited parking options.
Questions About Your Student Account?

You’ll need to CONTACT SFS DIRECTLY at:

Phone: (206) 543-4694
Fax: (206) 685-2942
Email: sfshelp@uw.edu
Website: http://f2.washington.edu/fm/sfs/home

Campus Box # 355870
129 Schmitz Hall
Seattle, WA 98195
Questions about your Financial Aid or Scholarship?
You’ll need to contact the Office of Student Financial Aid

UNIVERSITY of WASHINGTON | TACOMA
STUDENT & ENROLLMENT SERVICES

OFFICE OF STUDENT FINANCIAL AID
MAT 213 BOX 358400
1900 Commerce Street
Tacoma, WA 98402

Direct: 253.692.4374    fax: 253-692-4788
uwff@uw.edu    tacoma.uw.edu/finaid
Managing the Maze

Need a Tax form?
Go to your Tuition Statement

U.S. Resident
- American Opportunity
- Form 1098T

Non U.S. Resident
- Form 1042S
Non-UW Scholarships

- Scholarships checks are sent to:
  University of Washington, Scholarships
  Box 24967
  Seattle, WA 98124-1967
  (be sure to write your student # on the check)

- Do NOT send scholarship checks to the UW Tacoma Cashier’s Office. We are not able to process these payments. Sending them here only delays processing.
Third Party Payment or Voucher

• Third Party checks are sent to:
  University of Washington, SFS
  Box 355870
  Seattle, WA 98195
  (be sure to write your student # on the check)

• Do NOT send third party checks or vouchers to the UW Tacoma Cashier’s Office. We are not able to process these payments. Sending them here only delays processing.
INTERNATIONAL WIRE PAYMENTS

Student Fiscal Services Tuition Payment

This process can take additional time to process. Be sure to allow sufficient time to make sure the payment processes by the payment deadline. Wire Payments are managed by SFS. Contact SFS directly at sfshelp@uw.edu or 206-543-4694.

ACH/Wire Payments (International Students Only)

If you would like to pay by wire transfer, please contact sfshelp@uw.edu to obtain the banking information. Please ensure that you include the UW student's full name, student number, and invoice (if applicable) in the wire. For international students and sponsors, we recommend peerTransfer as a more reliable method to make your payment. See below.

International Payments

peerTransfer

University of Washington has partnered with peerTransfer to streamline the tuition & fee payment process for our international students. peerTransfer offers multiple payment options and excellent foreign exchange rates. They'll ensure your payment arrives safely and accurately.

* In United States Dollars, the amount you want University of Washington to receive

$0.00

* What country are you paying from?

Clicking the button below will take you to the peerTransfer website to initiate this international payment

Continue to peerTransfer
Quick Links

Cashier's Office: http://www.tacoma.uw.edu/cashier

Academic Department Assessment and Test Fees

Milgard School of Business,
Writing Skills Assessment: http://www.tacoma.uw.edu/node/22453

Office of Undergraduate Education,
Math/Spanish Testing: http://www.tacoma.uw.edu/undergraduate-education/testing

Registrar's Office: http://www.tacoma.uw.edu/node/38232

Transcripts: http://www.tacoma.uw.edu/node/38202

UW Tacoma Housing Office: tacoma.uw.edu/housing

UW Tacoma Parking: http://www.tacoma.uw.edu/node/39836

Parking Citation Appeals: http://www.tacoma.uw.edu/parking/parking-violation-petition

UW Seattle Student Fiscal Service (SFS): http://f2.washington.edu/fm/sfs/students
Which Office?

**Cashier’s Office:**
- Tuition Statement Payments (Cash/Checks Only)
- Parking Citation Payments
- Transcript Request Payments
- Miscellaneous Fee Payments

**Financial Aid:**
- Handles Applications
- Determines Eligibility
- Monitors Eligibility
- Helps Finalize Award
- Revises Eligibility

**Student Fiscal Services for:**
- Questions about your student tuition statement
- International Wire Transfers
- **Outside** Sponsor Payments
- Disbursement of Awarded Aid or other refunds

**CAR 400**
- Cashier’s Office
  - Tuition Statement Payments (Cash/Checks Only)
  - Parking Citation Payments
  - Transcript Request Payments
  - Miscellaneous Fee Payments

**MAT 213**
- Student Fiscal Services
  - Questions about your student tuition statement
  - International Wire Transfers
  - **Outside** Sponsor Payments
  - Disbursement of Awarded Aid or other refunds

**Mattress Factory (MAT)**
- Financial Aid
  - Handles Applications
  - Determines Eligibility
  - Monitors Eligibility
  - Helps Finalize Award
  - Revises Eligibility

**206-543-4694 or sfshelp@uw.edu**