



STUDENT ACCOUNTS

The Students Accounts Office provides assistance with questions regarding all charges and payments applied to your account (tuition, book charges, fees, room & board, childcare, security deposit, refunds). The office is located in the Finance Department in Building 5, upstairs from the President's Office in Administration. Contact us: Studentaccounts@uttc.edu

Account Information

Students are responsible for reviewing their student accounts for accuracy. Students are also responsible for ensuring that account balances are paid by the scheduled due dates.

We mail billing statements for all students, past, and present, at the end of each semester for those that owe a balance.

Payment Options

1. Financial Aid (Pell Grant)
2. Scholarships (Higher Education, State, Private, etc.)
3. Third Party (Tribal Funding, WIA, Job Service, Vocational Rehabilitation, Military)
4. Self-Pay: Payment Plan

To ensure accuracy in payment submission, include your student ID number.

1. **Online:** Credit and Debit card payments can be submitted through "MyUTTC.edu" student account 24 hours a day. Select My Account Balances to view and make payments toward your student account.
2. **Mail:** Check, money order or cashier's check can be mailed to Attn: Student Accounts
3. **In Person:** Cash, money order or cashier's checks are accepted at the Finance Office from 1:00 pm thru 5:00 pm.

Self-Pay Student

A "self-pay student" is one who will not be receiving Federal Student Aid (Pell grant). Self-pay students are required to show proof that payment will be received in full or make a payment in full, before the first day of class.

Cost of Attendance Information

All information regarding cost of attendance for UTTC students is currently published on the College's website at this link: <https://uttc.edu/tuition-and-aid/financial-aid-office/tuition-and-fees/>. Students can also find this Tuition & Fees link by going to www.uttc.edu (<http://www.uttc.edu>) and selecting the "Financial Aid" webpage.

It is the student's responsibility to make sure all transactions have been completed. Students have the ability to view their account and class schedule online by logging into My.UTTC.edu to verify transactions are complete and accurate.

Important: Students who are registered for classes at UTTC are responsible for the balance due in full by the end of the term. Students may be subject to financial suspension if not in compliance to the Limitation of Student Debt policy.

Limitation of Student Debt Policy

UTTC students who owe \$750.00, or more, will not be able to register for subsequent semesters. Current students who owe a balance to the College are encouraged to participate in the College's Leadership through Experience Program or Work Study. Contact the Financial Aid Office for more details.

Tuition & Fees Refund Policy

This policy places responsibility on the student and informs the student of tuition and fee charges and allowable refunds.

Tuition & Fees

This policy allows Student Accounts the ability to charge student's Tuition and Fees for courses based on term date and the deadline by term.

- Failure to drop a course, on or before the last day to drop, will result in full tuition and fees to be charged to a student's account.
- Students will not be charged until after census date and no refunds will be issued after census date.
- When students drop a course or courses after census date they will still be responsible for 100% of tuition and fees.

Allowable Student Refunds

- This policy allows Students Accounts to print checks for applicable credits on a student's account who withdraws after the census date. The policy includes room and board, and housing refunds.
- Student Accounts processes refund checks for students who receive credits processed by the Financial Aid and Housing departments.
- Refer to Financial Aid and Housing policies for applicable credits.

Student Responsibilities

It is the student's responsibility to make sure all transactions have been completed. Students have the ability to view their account and class schedule online by logging in to myuttc.edu to verify transactions are complete and accurate.

Students who are registered for classes at UTTC are responsible for the balance due under \$750, or in full if graduating, by the end of the term. Students may be subject to financial suspension if not in compliance with the Limitation of Student Debt policy. This policy is in alignment with the Registrar's Office Census Date.

Child Care Assistance Program

Child Care Assistance Program (CCAP) provides payment assistance with child care costs for families with low income while they are participating in work, allowable education or training programs, and job search. The parent will be responsible for any amount not covered by the CCAP.

For more information about where to apply for CCAP, go to <https://uttc.edu/payment-options/>

Essentially the student is responsible for all charges on their account even if they have other resources or programs that are making payments on their behalf.