



*Editor's note: This is an assembly of web pages from the University of Washington Student Fiscal Services website copied 22 December 2012.*

## Student Fiscal Services



Students



Parents



Departments

- **Tuition Due Date**  
Winter 2013 tuition due date is Friday, January 25. For your current balance, check your tuition statement on MyUW. For more information about payment options, see our Tuition Payment page. More information about tuition rates is available on the Office of Planning & Budgeting website.
- **Tuition Forfeiture Fees**  
If you plan to make changes to your academic schedule, be aware of potential changes to your tuition bill.  
Credits dropped after the 7th calendar day of the quarter may incur a tuition forfeiture fee. If possible, make your changes before the deadline to avoid extra charges.
- **Opt Out of 1098T Paper Form**  
Want to save yourself some time and help the UW go green? Simply choose to receive your IRS Form 1098-T electronically instead of waiting to have it printed and delivered in the mail. Log on to your MyUW account and select the Electronic IRS Form 1098-T Consent option. Doing so will allow you and authorized parents or guardians, to access your tax

### Online Services

- View 1098T tax form
- Pay tuition
- 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

forms from your MyUW account as soon as they are available. It's fast, it's easy, and it's GREEN!

Watch our screencast for more information.

- **Sign up for Direct Deposit**  
Get any financial aid disbursement or payment refunds faster with direct deposit! Sign-up through MyUW with your valid checking or savings account information—located on the Student Finances Tab, Financial Aid, Set up Direct Deposit Transfer. Don't delay, sign-up today!
- **Mailing of Aid/Refund Checks**  
If you are not signed up for direct deposit, any refund or financial aid checks will be automatically mailed to your *local* address on file. Be sure to check your address information on MyUW and update it if necessary to avoid any postal delays. Aid checks may take up to 10 business days to reach you by mail; signing up for direct deposit is strongly encouraged to receive your funds quickly and safely.
- **Tuition Waiver Questions**  
If you have questions about a tuition waiver, please contact your department.

## SFS Services for Students



- **Tuition Due Date**  
Winter 2013 tuition due date is Friday, January 25. For your current balance, check your tuition statement on MyUW. For more information about payment options, see our Tuition Payment page. More information about tuition rates is available on the Office of Planning & Budgeting website.
- **Student Orientations**  
Click here to view the SFS Student Orientation presentation. Information on this video includes how to find out what the you owe for tuition and fees plus how to pay those charges.
- **Tuition Forfeiture Fees**  
If you plan to make changes to your academic schedule, be aware of potential changes to your tuition bill.  
Credits dropped after the 7th calendar day of the quarter may incur a tuition forfeiture fee. If possible, make your changes before the deadline to avoid extra charges.
- **Opt Out of 1098T Paper Form**  
Want to save yourself some time and help the UW go green? Simply choose to receive your IRS Form 1098-T electronically instead of waiting to have it printed and delivered in the mail. Log on to your MyUW account and select the Electronic IRS Form 1098-T Consent option. Doing so will allow you and authorized parents or guardians, to access your tax forms from your MyUW account as soon as they are available. It's fast, it's easy, and it's GREEN!  
Watch our screencast for more information.

- Sign up for Direct Deposit  
Get any financial aid disbursement or payment refunds faster with direct deposit! Sign-up through MyUW with your valid checking or savings account information—located on the Student Finances Tab, Financial Aid, Set up Direct Deposit Transfer. Don't delay, sign-up today!
- Mailing of Aid/Refund Checks  
If you are not signed up for direct deposit, any refund or financial aid checks will be automatically mailed to your *local* address on file. Be sure to check your address information on MyUW and update it if necessary to avoid any postal delays. Aid checks may take up to 10 business days to reach you by mail; signing up for direct deposit is strongly encouraged to receive your funds quickly and safely.
- Tuition Waiver Questions  
If you have questions about a tuition waiver, please contact your department.
- What's a Credit Score?



Many people don't really know how potential creditors, and others, use credit reports, or what they look for in making lending decisions about a person. And most importantly, they often don't realize how their purchasing and spending actions can influence their credit score, until it's too late. Watch this screencast [[http://www.washington.edu/students/sfs/outreach/pod\\_cred\\_report/credit\\_report.html](http://www.washington.edu/students/sfs/outreach/pod_cred_report/credit_report.html)] to gain a better understanding of your credit report and credit score.

## Tuition Overview

# Obligations

When you register for courses at the University of Washington, you are obligated to pay the associated tuition and related fees for those classes unless you officially drop your classes by the end of the first week of the quarter. You are billed tuition based on the number of credit hours (including audit courses ) that you are registered for at the beginning of the quarter.

# Rates

Tuition rates are maintained by the Office of Planning and Budgeting and are based on your grade classification, residency status, tuition tier and the total number of credit hours for which you are registered. This includes classes that you audit. Rates differ depending on which campus you attend, due to slight variations in Services & Activities fees.

For questions regarding tuition and fee distribution, please visit the Planning and Budgeting website for contact information.

Useful links for questions about:

- Processing/payment of tuition and fees contact Student Fiscal Services
- Financial Aid contact the Office of Student Financial Aid:
  - for prospective students
  - for current undergraduate students
  - for graduate/professional students
- Residency status and definitions contact the Residence Classification Office
- Graduate service appointments contact the Graduate School
- Fee-based programs contact Professional and Continuing Education

# Tuition Schedules

Tuition Rates are set and published by the Office of Planning & Budgeting

- Current and Prior Year Tuition and Fee Schedules.
- Summer Tuition and Fee Schedules

*Updated Mar 30, 2012*

# Tuition Statements

## Ebilling

Email messages reminding you to check your tuition statement on MyUW will be sent periodically throughout the quarter to your UW email account\* if you have an outstanding or credit balance. Login to MyUW to view your tuition statement. **This is the official bill.**

Students are able to authorize online access to their statement for two additional people (for example, parents) by logging on to their MyUW Tuition Statement and using the online Information Release Authorization available as a link on the online tuition statement.

\*If you are not sure what your email account is, check the web page Manage Your UW NetID

You are responsible for paying your tuition and fees in full by the tuition due date regardless of whether or not you received a tuition email notice. At any time you may find your current balance and other account activity from MyUW Personal Services.

Some departments charge additional fees for classes such as lab or music fees. You may select optional items such as Student Health Insurance or donations to certain student organizations when you register. These charges will also appear on your tuition statement. Non-tuition charges such as housing and books will NOT appear on your tuition statement.

**You are responsible for paying your tuition and fees in full by the tuition due date regardless of whether or not you received a tuition email notice.** At any time you may find your current balance and other account activity on MyUW.

For additional information contact the Student Fiscal Services Office:  
Location: Schmitz Hall, Room 129

Phone: 206-543-4694

Via web: <http://f2.washington.edu/fm/sfs/contact>

Office hours are Monday - Friday, 9:00am - 5:00pm.

*Updated: Jun 02, 2010*

## Student Account Information Release

The University will not release your tuition or loan account information to others, including your parents or spouse, unless you complete an online authorization information release. This is to protect your privacy.

The complete University policy on student education records and the location of such records may be found in the Washington Administrative Code under WAC 478-140. Manuals containing the Code are available at Reference Stations on campus and at the Visitor's Information Center.

## Authorizing Others for Online Access to Your Tuition Account Information

Students are able to authorize online access to their statement for up to two people (for example, parents) by logging on to MyUW and using the online Information Release Authorization available as a link on the online tuition statement. This authorization will also allow these individuals to obtain information about your tuition charges over the phone, by email or in-person.

When you sign someone up for online access to your account, an email will be sent to them with a temporary password and a link to log into your account information. They will not log into the same MyUW site that students use. In order for the person to access your account information, they will need to know your 7 digit student number. This will NOT be included in the email for security purposes.

**Online Tuition Statement Login** for parents or other authorized users.

## Authorizing Additional Access to Your Tuition Account Information

From your tuition statement on MyUW, you may authorize up to four additional people for phone, email or in-person access to your tuition account information. If you have NOT authorized your parent, spouse or other individual to access your account, tuition information will NOT be given to them.

### **Problems with Access**

The site that authorized individuals use to log in requires that the user's computer accepts cookies. If the computer's settings do not allow for cookies, they will not be allowed access to the UW's site. For help in configuring a computer to accept cookies, contact UW Information Technology.

## **Internet Explorer Settings**

If you are using Internet Explorer, you can check your computer's settings using the following steps - starting from the menu bar at the top of your browser window:

- Tools
- Internet Options
- Privacy
- Sites
- in Address of Web site, type: washington.edu
- click Allow
- Ok
- Apply or Ok

*Updated: Dec 30, 2010*



## Tuition Components

### Required Fees

1. Student Technology

The Student Technology Fee is used to provide funds for the improvement of technology used by the students at the University of Washington campuses. The Student Technology Fee Committee determines the expenditure of this fee. The student led committee allocates money for technology resources for general student use pursuant to RCW 28B.15.051 and the agreement between the ASUW, Graduate and Professional Student Senate, and the Board of Regents.

2. Services & Activities

Used to fund student activities and programs such as ASUW & GPSS Activities, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, Ethnic Cultural Center, Student Union facilities and UW CARES

3. Facilities Renovation Fee

The Student Facilities Renovation Fee, approved in May 2009 by the Services and Activities Fee Committee (SAFC), covers some of the costs associated with the renovations of the Husky Union Building (HUB), the Ethnic Cultural Center (ECC), and the Hall Health Primary Care Center (HHPCC).

4. IMA Bond

The \$35 IMA Bond Fee is used to fund expansion of the Intramural Activities (IMA) building and improvements to recreational sports programs facilities including: construction of a synthetic-turf, night-lighted, multi-activity sports field, and renovation of the golf driving range.

5. U-Pass

The U-Pass fee is mandatory for all registered and enrolled UW Seattle students who pay a Services and Activities Fee.

Students who withdraw may be entitled to a refund of all or a portion of the U-PASS fee for a given quarter according to the tuition refund schedule.

Note that UW Bothell, UW Tacoma, and Professional and Continuing Education students have different fee requirements and different return/refund policies apply. For specific information regarding the U-Pass program at each campus, please visit one of the following websites:

- Seattle students:
  - UW Seattle Commuter Services

- Bothell students:
  - UW Bothell Transportation Services website
- Tacoma students:
  - UW Tacoma Getting to Campus website
- Professional & Continuing Education (PCE) students

## Optional Fees

### 1. Student Insurance

*Enroll, sign up or change selection:*

Eligible students must sign up, change, or cancel the insurance selection on MyUW, or in person at the Student Fiscal Services Office by the third Friday of the quarter. If you do not cancel or change the plan, you will be considered enrolled in it and will be required to pay the premium for the plan selected. You may not cancel your insurance by not paying the premium.

Payment of premium:

The premium is billed with your tuition and must be paid by the tuition due date. Failure to pay the premium by that date will result in subsequent notices being sent and may result in a hold being placed on your records. Financial Aid will pay the insurance premium automatically in most cases.

### 2. WashPIRG

In 1976 students formed the Washington Student Public Interest Research Group (WashPIRG) to investigate problems, educate the public about solutions, and lobby for reforms on issues of general public interest.

### 3. WSA Washington Student Association

The Washington Student Association pursues affordable, accessible, and quality higher education for students in the State of Washington.

## Related Fees

Charge	Cost	Reason for charge
Late Registration	\$25	you registered for the first time between the 1st and 10th day of the quarter
Late Registration	\$75	you registered for the first time after the 10th day of the quarter
Change of	\$20	for any add, drop, or change of registration processed

Registration		after the 7th calendar day of the quarter - only one change of registration fee is charged per day
Late Payment	\$50	past due tuition and mandatory fee balances between \$50 and \$249.99
Late Payment	\$120	past due tuition and mandatory fee balances of \$250 and above
Check Replacement Fee	\$25	request for a replacement financial aid check due to loss or misplacement of the original check
Returned Items	\$25	for any check returned from your bank as unpaid

## Over 18 credit surcharge

If you are an undergraduate, graduate or law student and are registered for more than 18 credits, you are charged additional tuition (a surcharge) for each credit over 18. If you make changes to your class schedule after the first week of the quarter which lowers your credit load below 18 credits, you will be charged a forfeiture of one-half the cost of the surcharge. The surcharge for each credit above 18 will not be reduced for classes dropped after the 30th day of the quarter.

See tuition rates for surcharge amounts.

*Updated: Dec 11, 2012*

## Drops, Withdrawals, Forfeitures & Refunds

### Schedule Changes

Schedule changes become effective the date they are received and processed in the Registration Office, or in an academic department.

### Class drops

- by the 7th calendar day of the quarter - full credit received for any reduction in tuition due to the drop
- between the 8th & 30th\* calendar days - refund of one-half of the tuition reduction associated with the drop, in addition to the \$20 Late Change of Registration Fee
- after the 30th\* calendar day - no reduction in tuition and also charged a \$20 Late Change of Registration Fee

\*21st calendar day during summer quarter

### Withdrawals

Students who withdraw may be entitled to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed.

- by the 7th calendar day of the quarter - pay no tuition
- between the 8th & 30th calendar day\* of the quarter are required to pay half tuition
- after the 30th calendar day\* of the quarter are required to pay full tuition

\*21st calendar day in Summer Quarter

### Forfeitures

When you make changes to your schedule from the 8th through the 30th calendar day of the quarter that result in you dropping from one tuition rate to another, or withdrawing completely from your classes you are charged a tuition forfeiture fee.

You are charged one-half of the tuition reduction (50% forfeiture) for classes dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter and Spring quarters or from the 8th to the 21st calendar day of Summer quarter. If you drop from one tuition rate to another such as dropping below full-time or dropping from over 18 credits to below the 18 credit surcharge threshold, you will be charged the tuition rate

for the number of credits that you are now taking, plus one-half of the difference between full-time tuition and your new rate.

The following chart lists tuition and fees and what is charged according to the date of the drop in credits, or complete withdrawal.

## Winter 2013

<b>Date of Change</b>	<b>Calendar Day of Quarter</b>	<b>Tuition Forfeiture</b>	<b>Change of Registration Fee</b>
Jan 7 - 13	1st - 7th	0%	\$0
Jan 14 - Feb 5	8th - 30th	50%	\$20
Feb 6 or later	31st day or later	100%	\$20

Forfeiture fees may be waived for specific reasons. If your circumstance falls within the stated guidelines, and you fill out a petition and provide the required documentation, you may have the forfeiture fees waived

## Refunds

As you, the student, are responsible for the payment of tuition and fees, refunds of these payments will either be returned to you as a check by mail, or if you have set up direct deposit, sent directly to your bank account. The UW is not able to track the origin of each payment. Exceptions to this are scholarship payments which are returned to the sponsor.

## UW Professional & Continuing Education Certificate Program Students

If you are enrolled in a certificate program through UW Professional & Continuing Education, please refer to the refund policies listed on this website:  
<http://www.pce.uw.edu/resources/certificates/refund.html>.  
 The refund deadlines displayed on MyUW do not apply to certificate programs.

## Withdrawals or Refunds for Aid Recipients

If you are a financial aid recipient and withdraw from all of your classes, your refund of University charges will be returned to the financial aid programs. The proportion of aid returned will be based on the number of days remaining in the quarter. No funds will be returned after 60% of the quarter has elapsed.

You must be registered for a full-time credit load (12 credits for undergraduates and professional students; 10 credits for graduate students) in order for aid, except Stafford Loans, to be disbursed. If you have been awarded aid as a less than full-time student see the Financial Aid Office for minimum credit load information.

After the start of classes if you drop below full-time enrollment aid already disbursed to pay charges on your account will not be canceled; however, no additional aid will be disbursed to you. If you drop below full-time before the start of classes and aid has been disbursed to you, you will owe a repayment of aid.

## International Students Who Withdraw from ELPR Classes

If you are an international student who is taking an Academic English Program (or an English language proficiency requirement - ELPR) course (ENGL 101 and 104), and you withdraw from the University, you may request a refund for that class.

You must make the refund request by contacting English Language Programs. This must be done at the same time that you are withdrawing from the University.

*Updated: Dec 11, 2012*

## Tuition Payment

# How to Pay Your Tuition

## Web Check Payment

Tuition and related charges may be paid online using your checking or savings account. A Web Check payment results in an electronic debit of your bank account. After the Web Check payment has been posted to your student account, it will be sent to your bank for processing. Depending on your bank, the transaction could take from one (1) to ten (10) business days to be deducted from your bank account. Before making a payment, verify your account and routing number, and that your bank allows electronic debiting of your account.

Info needed for web check payment:

- UW student ID
- bank routing number (valid routing numbers begin with the first two digits of 01-12, 21-32, or 61-72)
- bank account number

## Web Check payment logins:

**Students** login from the Tuition Charge Statement on MyUW.

**Parents and other authorized users** use the online tuition statement from the authorized users page.

## Rejected Payments

If your payment is returned as unpaid by your bank for any reason, your student account will be assessed a returned item fee of \$25. Late payment fees may be added if the returned item causes the account not to be paid by the tuition due date. Student Fiscal Services reserves the right to disable the ability to use Web Check due to returned items.

Payments may be returned by banks for many reasons including:

- lack of sufficient funds
- the use of an incorrect or invalid bank routing or account number
- the account has been closed or frozen
- the account is a non-transaction account
- the bank does not participate in automated clearing house (ACH) transactions

# Scholarships

For more information on how to use your scholarship to pay tuition, please visit our Scholarship FAQs page.

## Paying in Person

You may pay your tuition in person at the Student Fiscal Services Office or the US Bank branch in the UW Bookstore's Seattle location. You may pay by cash, check, or money order. Credit, debit and UW Husky cards are not accepted in the Student Fiscal Services Office.

Student Fiscal Services converts all check payments received in the office into electronic fund transfers. If you pay in person with a check, this is considered an authorization for the conversion. The funds will be withdrawn against your bank account the same day. If you do not have sufficient funds in your account at the time of payment, your check will not be accepted.

If you do not want your check converted you may pay using webcheck or credit card through MyUW. If you want to pay in person in order to obtain a receipt, then you will need to use cash or a money order.

We reserve the right to decline a payment or transaction that would require special handling from our department or the bank.

## Drop Slots

### Schmitz Hall

You may deposit your payment in the drop slot located on the wall outside of Schmitz Hall, on the 41st Street entrance (north side of the building). You do not need to use an envelope. Be sure to write your student number on your check.

The date the payment is deposited in the drop slot is considered the date of payment. Payments deposited in the drop slot will be posted to your tuition account within 2 business days, although the funds may be withdrawn from your bank account the same day the check is received. The drop slot is closed at 5:00pm on tuition due date. Do not include cash when using the drop slot.

## By Mail

Checks for *tuition payments* should be mailed to:



University of Washington - Tuition  
P.O. Box 3981  
Seattle, WA 98124-3981

Make your check payable to the University of Washington. Your 7 digit student number must be clearly written on the check. If your name is not printed on the check, please write your name on the front so that your tuition account will be properly credited.

Payments **must be received** by Student Fiscal Services by the tuition due date. Payments received after the due date will be subject to late charges and / or holds on your academic records.

**Scholarship checks** should be mailed to:

University of Washington - Scholarships  
PO Box 24967  
Seattle, WA 98124-1967

Forms and other paperwork should be mailed to:

UW Student Fiscal Services  
1400 NE Campus Parkway  
Box 355870  
Seattle, WA 98195-5870

## Credit Card Payment (internet only)

Credit cards (Visa and Mastercard) and ATM / Debit cards may be used to pay tuition and fees over the internet. The University works with an external vendor, Nova, to process payments. The service is available online 24 hours a day, 7 days a week and a convenience fee is assessed for each transaction.

In order to provide the convenience of an online payment portal, a Convenience Fee will be charged for the use of the online payment system. This Fee will be added to your total payment and is Non-Refundable. The Convenience Fee will be displayed prior to completion of the transaction and the charge for the Convenience Fee will be included in the total transaction posted to your credit card statement. Your completion of the transaction acknowledges your acceptance of these payment terms. Completion of your payment transaction is contingent upon successful authorization and payment of this transaction by your card company/bank.

### Credit card payment logins:

**Students** login at MyUW and select the Credit Card Payment option.

**Parents and other authorized users** go directly to the Tuition / Fees Payment by Credit Card web page.

## ACH/Wire Payments (International Students Only)

If you are an international student and would like to pay by wire transfer, please follow this link to the appropriate information:

<http://f2.washington.edu/fm/sfs/schol/private>

(The foreign wire transfer information is toward the middle of the page)

## How Payments and Financial Aid are Applied to Your Account

Payments are applied to charges on your tuition account in order of the charge due dates. For charges with the same due date, payments are applied first to tuition and related University fees and then to other charges on your account. You may request that a payment be applied to a specific charge when paying in person at the Student Fiscal Services Office.

*Updated: Mar 29, 2012*

## Academic Student Employee (ASE)

### What is covered

If you are an ASE and are eligible for a tuition waiver, your department will pay a portion of your tuition (the operating fee) and the technology fee. You are responsible for paying the balance of your tuition and fees by the tuition due date. You will be charged a late payment charge if your portion is not paid on time.

- ASE Waiver information is posted on the Office of Planning and Budgeting website under the Tuition Schedules heading, Graduate Service Appointment Waivers
- Salary schedule

Additional fees which are not payable by department budgets may include the following:

- U-pass
- lab fees, if applicable
- course fees
- Over 18 credit surcharge
- \$20 Late change fee (for adding/dropping a course after the first week in the quarter)
- \$50 Late payment charge for balances between \$50 and \$250 \*
- \$120 Late payment charge for balances of \$250 or more \*
- \$25 Returned Items charge
- \$25 Replacement Check charge for lost or misplaced checks
- UW Extension credits, or charges for other University programs

\*Late payment charges may, under certain circumstances, be waived upon request from the department. For further information, please call Student Fiscal Services at (206) 543-4694

### Maintaining eligibility

To remain eligible for your waiver, you must:

- have appointments totaling a 50% (half-time) appointment or more
- be paid for 5 of the 6 consecutive pay periods of the academic quarter, or 2 consecutive pay periods at anytime during the summer
- be currently registered for a minimum of 10 credits, or approved by the Graduate School for reduced enrollment (2 credits during summer quarter)

- be paid on the University of Washington payroll under an eligible job class

## Viewing and paying your tuition balance

You may view your tuition balance on MyUW.

Your tuition balance at the beginning of the quarter should reflect your tuition waiver. If your balance is still reflecting full tuition, or you have received less than what you think you may be entitled to, contact your department. They can make sure the paperwork has been sent through to the Payroll Office and explain the details of your award. Please also verify with your department that your social security number and student number are the same in both the HEPPS and SDB systems.

*If your appointment is late, be sure and pay YOUR portion by the tuition due date to avoid late fees.*

You may pay your balance either by check, money order, cash, electronically from your bank account, or by credit card over the internet. If you mail your check or place it in the drop slot at the north entrance of Schmitz Hall, please write your student number on the check. If there are not sufficient funds in your bank account to cover your check, you will be charged a return item fee of \$25 and possible late payment fees by the Student Fiscal Services Office. Your bank may also charge you additional fees.

## Resources

For more information on Academic Student Employment, check with your department or contact the Graduate School.

For other questions regarding your tuition balance, contact the Student Fiscal Services Office:

- Via web: <http://f2.washington.edu/fm/sfs/contact>
- phone: 206-543-4694

*Updated: Jun 20, 2011*

## Tuition Exemptions and Reductions

The University of Washington Tuition Exemption Program, established under the authority of RCW 28B.15.558, enables University of Washington employees, State of Washington employees and members of the Washington National Guard who have been admitted to the University of Washington, to have tuition waived for up to six credits when enrollment is on a “space-available” basis .

The Tuition Exemption Program is available at the University of Washington Seattle, Bothell and Tacoma campuses. Those who enroll at the UW on a “space-available” basis for more than six credits will receive the tuition waiver for the first six credits, and will pay a per credit charge for the credits taken over six. Other categories of students may also be eligible for reduced tuition and fees. The reductions are established by legislative mandate and may be revoked by the legislature at any time.

*Updated: Mar 29, 2012*

# Returned or Nonsufficient (NSF) Payments

If you submit a payment for tuition and fees that is returned by your bank for nonpayment, the following practices may apply. The nonpayment may be caused by a number of reasons such as:

- insufficient funds
- a closed account
- a non-transaction account
- using an invalid account or routing number

Upon notification of the returned item by either Student Fiscal Services (SFS) or your bank, it is your responsibility to pay the outstanding amount and any associated fees immediately. Payment must be made with guaranteed funds such as:

- money order
- bank cashier check
- certified check
- traveler's checks
- cash

If not paid, SFS may place holds on various student services such as short-term loan application, registration and transcripts until the outstanding amount and associated fees are paid in full. In addition, you may be required to meet with an adviser in SFS for counseling and/or take a cash management class.

If you do not repay the debt, you will not be allowed to continue at the University until the issues are resolved and guaranteed payment is made in full. If you fail to make restitution in a timely fashion, you may be subject to cancellation of registration, disciplinary action under the Student Conduct Code, and/or criminal charges.

*Updated: Dec 31, 2008*

## When Tuition is Due

The tuition due date is the 3rd Friday of the quarter. Payments must be received by Student Fiscal Services no later than the tuition due date.

Quarter	Due Date
Autumn 2012	October 12
Winter 2013	January 25
Spring 2013	April 19
Summer 2013	July 12

There is currently no tuition payment plan available to students of the Seattle campus. If you find that you are unable to pay your tuition by the due date, you may contact the Short-Term Loans Office for further assistance.

## Late Payments

If you do not pay your tuition by the tuition due date, you will be assessed a late payment charge based on the amount of your outstanding balance.

- For past due balances of \$250 and above, the late fee is \$120.
- For balances between \$50 - \$249.99, the late fee is \$50.
- There is no late payment charge for balances under \$50.

Failure to pay your outstanding balance may result in a hold on your academic records and/or your account being referred to an outside collection agency, which will add additional charges.

*Updated: Dec 11, 2012*

## GET (Guaranteed Education Tuition)

- is an IRS 529 Qualified Tuition Program
- allows you to prepay for a student's college tuition today
- is guaranteed by the state for tuition payment in the future even if state university tuition charges increase
- may be used at nearly any public or private college in the country

The state of Washington guarantees that 100 GET units will cover one year of full-time, undergraduate, resident tuition and state mandated fees at the most expensive Washington State public university. You may buy from 1 to 500 units for college tuition payments. Students may use 125 GET units in a year plus any unused units from a prior year.

### SFS and Account Holder Responsibilities

Student Fiscal Services (SFS) manages and disburses GET funds for students enrolled at the University of Washington (UW). Before SFS can disburse GET funds to pay tuition or housing charges, the GET account owner needs to fill out and submit the Direct Payment Request form online: <http://www.get.wa.gov/currentcustomers.shtml>. After the GET program has approved the disbursement request, SFS will apply the funds to the student's account to pay tuition, fees or housing charges.

### Tax Benefits

Distributions from Qualified Tuition Programs (QTPs) may be tax free per IRS regulation. You may not have to include, in income, a distribution from a QTP that is established and maintained by an eligible educational institution. No tax is due on a distribution from a QTP unless the amount distributed is greater than the beneficiary's adjusted qualified education expenses. For more information related to the Qualified Tuition Program, see IRS publication 970.

### Resources

If you have questions regarding your GET account, please contact the GET program. GET is available weekdays from 8 a.m. to 5 p.m. (PST), excluding state holidays. Translation service is available for customers who do not speak English.

Call: 1-800-955-2318 (toll-free) or 360-753-7803 (Olympia, Washington area)

Email: [GETInfo@hecb.wa.gov](mailto:GETInfo@hecb.wa.gov)

Fax: 360-704-6200

Website: [www.get.wa.gov](http://www.get.wa.gov)

*Updated: Sep 19, 2012*



## Student Loans

There are a number of federally and institutionally supported loan programs available to you as a student at the University of Washington. Eligibility for a student loan is determined by the Office of Student Financial Aid.

## Loan Program Terms

Each loan program has specific requirements for eligibility and repayment. See the Student Loan Program Chart for details.

## Promissory Notes

A promissory note is the binding legal document that you sign when you accept a student loan. It lists the conditions for borrowing the loan and the terms under which you agree to repay it. It will include information about your interest rate, when payments are due, and benefits such as deferment and cancellation provisions. It is very important to read and save this document. You may need to refer to it later when you begin repaying your loan.

## Signing for Your Loans

Promissory notes for loans from the federal loan programs (Stafford, PLUS, Perkins and Health Profession/Nursing) are signed electronically online. You must sign your promissory note before your loan will be disbursed to you (either as cash or as a credit on your tuition account). You will receive a quarterly disclosure statement itemizing the federal loan amount that you have borrowed. At any time, you may see a copy of your Master Promissory Note (MPN) on MyUW under Tuition Statement.

**Parent PLUS Loans:** If your parent plans to borrow from the parent PLUS loan program, your parent borrower must complete an application and sign a Master Promissory Note online at [StudentLoans.gov](http://StudentLoans.gov)

For more information on Direct Stafford and Direct PLUS loans, please refer to the Student Guide

Loans from **UW Institutional** student loan programs require your signature on a paper promissory note, available in Student Fiscal Services.

Loans from Private Lenders are disbursed as they arrive from the lending institutions. Contact your bank or private lender for more information, or refer to your promissory note.

**Short-term loans:** To help students meet immediate funding needs, the University makes short-term loans available to eligible enrolled students.

*Updated: Sep 13, 2011*

## Exit Counseling

When you took out a student loan, you entered into a legal agreement, as documented in the terms of your promissory note. The most important part of this agreement is your commitment to repay your loan in full. Your loan will go into repayment status when you either graduate and/or drop below at least half-time enrollment.

The University of Washington offers exit counseling information to student borrowers to help you successfully manage the repayment of your loan account. This information will be sent to your UW email address during the quarter that you graduate. If you leave the University (or drop below half-time enrollment) before graduating, a notice about loan repayment will be mailed to you.

The purpose of exit counseling documents are to:

- Explain your rights and benefits concerning your student loan(s)
- Explain your obligations for repayment of your loan(s)
- Provide contact information for your loan's billing servicer, so that you can effectively manage your account

## How to access Exit Counseling information

- Federal Direct Student Loans (Stafford, PLUS):
  - available online on the Direct Loan Servicer's website.
- Federal Campus-based Loans (Perkins, Health Professions and Nursing Loans):
  - available online on the Campus Partners billing website (access by setting up a user account)
- UW Institutional Loans:
  - loan disclosure documents will be mailed to you

*Updated: Mar 23, 2012*

## Loan Repayment

### Billing Servicers

If you borrowed from the Federal Direct Student Loan program (Stafford and PLUS loans), your lender is the federal Department of Education. Your loan will be billed by the Federal Direct Loan Servicer.

If you borrowed from a Federal Campus Based Loan program (Perkins and federal Health Profession and Nursing loans), your lender is the University of Washington. These loans will be billed by the UW's loan servicer, Campus Partners.

If you borrowed from an Institutional Loan program (that you received from a UW department), your lender is the University of Washington and you will be billed by our loan servicer, Campus Partners.

### Managing Your UW Loan Account

If the University of Washington is your lender, your loan will be billed by Campus Partners. You should create a user account on the Campus Partners website to monitor your account and take advantage of electronic services offered. If you have questions about your account, contact Campus Partners and a representative will assist you.

### Deferment, Cancellation and Forbearance

Many loan programs offer benefits such as deferment, cancellation or forbearance of payments based on the specific terms of your loan. If you are eligible any of these benefits, download a request form from the Campus Partners website and submit it for processing following the instructions on the form. If you have questions about your eligibility or how to file a request form, contact Campus Partners and a representative will assist you.

SFS - Loan Repayment and Forgiveness Presentation

### Tips for successful repayment of your student loan:

- Keep your lender informed if you:
  - change your name, address or phone number
  - transfer schools
  - leave school or drop below half-time
  - change your graduation date

- Make sure you have all of your loan records organized. Keep copies of your promissory note, disclosure statements and repayment schedule.
- Create a realistic budget which includes your student loan payments.
- Know:
  - when your loan payments begin
  - the amount of your student loan payments
  - your rights and responsibilities as a student loan borrower
- Consider loan consolidation
- Contact your lender immediately if you are having trouble making your monthly payment or have any questions or concerns about repayment

### **Lender and Servicer Links**

- [Campus Partners - services UW campus-based loans](#)
- Federal Direct Stafford, Grad PLUS or Parent PLUS Loan
- Private loans - refer to your promissory note for lender contact information

*Updated: Jul 24, 2012*

## Short-Term Loans

Short-term Basic Emergency Loans (STL) are available to registered students who are experiencing an urgent but short-term financial need. Students may apply for a short-term loan through their account on MyUW; this loan fund is administered by the Office of Student Financial Aid.

**Short-term loan repayment:** Short-term loans are due in full on the fourth Friday of the quarter following the quarter in which the funds were borrowed (unless an extension is granted). There are no deferment options or alternative repayment plans available for short term loans. Loans that remain unpaid after the due date will be transferred from the UW student account to the University's billing servicer, Campus Partners, and will be subject to late fees and other collection action. An outstanding past due short-term loan may prevent you from registering for future classes, making schedule changes, or obtaining transcript records. Please consider carefully your ability to repay prior to borrowing short term loan funds!

If you have questions about repayment of your short-term loan, please contact Student Fiscal Services at 206-543-4694. Advisors are available to assist you with your questions regarding your loan and other financial matters.

*Updated: Oct 01, 2010*

## Short-term Loans [FAQ]

What is the cost of borrowing an STL?

There is a \$30 fee for borrowing the loan. If the student chooses to utilize the one-time due date extension, an additional \$30 fee will be assessed. There may be additional fees if the loan is not paid on time.

When will my STL be due?

STL due dates are *a/ways* the fourth Friday of the quarter following the quarter in which you borrowed the funds. For example, an STL borrowed in Autumn quarter will be due the fourth Friday of Winter quarter. STLs are always due in full by the due date.

Are there payment plans or deferments available for my STL?

No. The loan must be paid in full by the due date.

What happens if I don't pay as agreed?

If your STL is not paid in full by the due date, SFS will place holds on your ability to register, make schedule changes, or obtain records such as your academic transcript. These holds will not be removed until the account is paid in full.

Additionally, the loan will be removed from the UW system and will be transferred to our billing servicer, Campus Partners. Once this happens, you will begin accruing late fees and the loan will be reported as past due to your credit, which may affect your ability to obtain credit or purchase a car or home in the future.

If the loan remains unpaid, it becomes subject to additional action such as referral to a collection agency. If this occurs, you will be assessed additional collection costs up to 33% of the total balance of your loan. This means that an \$1800 balance may increase to as much as \$2300!

*Updated: Jul 21, 2009*

# Primary Care Loans (PCL) – Compliance Requirements

If you borrowed from the Federal Primary Care Loan program, you are required to self-certify your compliance with the loan program requirements annually. To meet this requirement, borrowers must submit a 'program compliance certification' form to Student Fiscal Services once per calendar year until the loan is repaid in full. Fulfillment of this requirement will ensure eligibility for a 5.00% per annum interest rate.

If you are current a PCL borrower, submit your completed PCL Compliance Certification Form once per calendar year; it may be mailed, faxed or emailed to Student Fiscal Services.

University of Washington  
Student Fiscal Services, Box 355870  
Seattle, WA 98195-5870

FAX: 206-685-2942

*Updated: Sep 13, 2011*



## Disbursement of Financial Aid

If you receive loans, scholarships and/or grants, you are expected to sign up for Direct Deposit. You may do this on MyUW, Student Finances tab, Financial Aid, Set up Direct Deposit. You must set up your direct deposit account at least 5 days before aid can be deposited to your bank account.

To sign up for Direct Deposit, you will need your:

- UW NetId and password
- bank routing number
- bank account number

Your tuition and most other charges will be deducted from your financial aid before any money is deposited to your bank account. In most cases, the excess funds will be available in your bank account before the first day of the quarter. You may view your Tuition Statement on MyUW to verify the availability of your aid.

Direct Deposit is a safe and efficient method of having your funds deposited to your bank account. You may use any financial institution within the United States that participates in the Automated Clearing House (ACH).

If you are not signed up for direct deposit, any refund or financial aid checks will automatically be mailed to your **local** address on file. Be sure to check your address information on MyUW and update it if necessary to avoid any postal delays. Aid checks may take up to 10 business days to reach you by mail; signing up for direct deposit is strongly encouraged to receive your funds quickly and safely.

If you lose your check, or have not cashed it within 90 days of the date it was issued, a \$25 charge will be assessed for printing a replacement.

*Updated: Sep 16, 2010*

# Mailing of Aid Checks

The primary method to receive your financial aid, scholarships, and refunds is through direct deposit where the funds are sent directly to your savings or checking account. If you are not able to use direct deposit, you may request that your aid check be mailed to either your local or permanent address.

Before requesting a check, verify on MyUW that:

- you have either a credit balance or undisbursed aid available
- your current address is on file in MyUW.

Fill out the Aid Check Request Form to have your check mailed to you. If your request is submitted by 3:45pm Monday-Friday, the check will be mailed the same day. Requests received after 3:45pm, on weekends or on holidays will be mailed the following business day.

The check should arrive at the address that you provide within 3-5 business days. If it does not arrive within that time, please verify the address that you provided and then contact Student Fiscal Services at 206-543-4694 or via web at <http://f2.washington.edu/fm/sfs/contact>

There is a \$25 fee to issue a replacement check, so please make sure that all of the information that you provide on the Aid Check Request Form is accurate.

*Updated: Jun 02, 2010*

## Scholarships - Third Party Billing

The UW Student Fiscal Services Office (SFS) handles scholarship processing and sponsor billing for all students.

### Billing Information

For all Sponsors (including foreign embassy sponsors):

Before we can send an invoice, SFS needs a copy of the billing letter, payment voucher, field order or billing contract from the sponsor. This document must contain the student name, UW student number and the allowable fees.

Please send documents to:

129 Schmitz Hall, Box 355871  
Seattle, WA 98195.  
Phone: 206-543-4694  
Fax: 206-685-2942.

Payments received after the tuition due date may have a late fee charge added on the student's account. The student will be responsible for paying any amount that you do not pay.

### For U.S. Military & Government Sponsors:

Once we receive the tuition assistance form, purchase order or contract, we will process the tuition payment for the student. We will send you the invoices after the add/drop period, which is 30 days after the quarter starts. The student will be responsible for paying any amount that you do not pay.

Please send documents to:

129 Schmitz Hall, Box 355871  
Seattle, WA 98195  
Phone: 206-543-4694  
Fax: 206-685-2942

### For Students:

After we receive your billing information, we will send a tuition invoice to your sponsor. Any amount your sponsor does not pay is your responsibility. As soon as it is available, bring the sponsor billing information to the SFS office, or fax it to 206-685-2942.

- We only bill for students whose billing agreement includes information for the current quarter.
- Students sponsored by a US government agency, Army, Navy or Air Force, please contact your sponsor to send a purchase order, contract, or tuition assistance form to SFS.
- For ROTC students, please contact the ROTC unit on campus for your scholarship eligibility and payment questions.
  - Army ROTC : 206-543-9010
  - Navy ROTC: 206-543-0170
  - Air Force ROTC: 206-543-2360
- Active duty military students, please bring your active duty ID card to the Residence office in Schmitz Hall, room 264. We will update your student record and charge you resident tuition instead of nonresident tuition.
- Students sponsored by a 529 Plan in another state, please ask the state to send us the billing information and the payment unit price.

## Payment Process

### For Sponsors

- For government agencies, UW encourages you to make ACH direct deposit payments to our bank account. For details, please contact us at 206-543-4694 or send an email to: [sfsschol@uw.edu](mailto:sfsschol@uw.edu)
- If you will be paying with a government credit card, please call our office at 206-543-4694.

### For Students

- When we receive your scholarship check, we will post the money to your tuition account.
- If you do not see the scholarship money posted on your account, we have not received the check yet. Please contact your sponsor to ask about your payment status.

## Scholarship FAQ:

- A sponsor will pay my tuition, what should I do?

- Please send the billing information to SFS. We will send an invoice to your sponsor.
- When is tuition due?
  - The tuition due date is the third Friday of each quarter.
- Why do I see a balance due on my account when I have a sponsor who pays my tuition?
  - We have either not received payment from your sponsor or the balance on your account is from the fees that your sponsor did not pay and for which you are responsible.
- Why do I have a hold on my account?
  - SFS places a hold on students' accounts who owe more than \$50 after the tuition due date. Once the balance is paid, the hold will be removed.
- My sponsor sent a scholarship check to UW for me, but I do not see it on my account?
  - If this check is sent to SFS during the quarter break, you will not see the money until the next quarter starts.
- Is scholarship money taxable?
  - Yes. all scholarship money is generally considered taxable income. However, some or all of your scholarship money may be considered non-taxable if you have qualifying tuition and related expenses. Please consult a tax advisor if you have questions regarding your personal tax situation.
- Does SFS offer any scholarship money to students?
  - No. SFS handles the payment process; we do not award scholarship money to students. You may check the Financial Aid website for private scholarship resources.
- How does SFS process my scholarship money?
  - If the amount of the check is more than \$3000, SFS will divide the scholarship money over three quarters. If the amount is less than \$3000, the money will be posted by the instructions from your sponsor.
- May I get my scholarship money if I withdraw from UW?
  - No. If you completely withdraw from UW, we will return the scholarship money to your sponsor. If you withdraw from the current quarter, we may move the money to the next quarter.

- Who should I call if I want to return unused scholarship money to my sponsor?
  - Please call 206-543-4694 or email [sfsschol@uw.edu](mailto:sfsschol@uw.edu) Please be sure to have your student number ready when you call, or include it in your email.
- May I prepay more than one year of tuition and fees?
  - Please call SFS at: 206-543-4694 to discuss this request.

*Updated: Dec 10, 2012*

## Scholarship FAQs

### **Where do I send my scholarship check?**

Scholarship checks should be mailed to:

University of Washington - Scholarships  
PO Box 24967  
Seattle, WA 98124-1967

- The check should be
  - payable to the University of Washington
  - drawn on a U.S. Bank
  - payable in U.S. dollars
- If the scholarship provider requires that the check be made payable to both you and the University of Washington, they should mail the check directly to you for endorsement. After endorsing, the check should be submitted to Student Fiscal Services.

### **What information should I put on my scholarship check?**

- Student name
- UW student number
  - Please include a letter with the following information:
    - Quarter or academic year that the payment covers
    - Scholarship provider's full address, including fax number and email address if available

### **Where can I find information to pay by ACH/wire transfer?**

We accept Automated Clearing House (ACH) bank deposits and wire transfers for tuition and invoice payments. To get our Domestic ACH/EFT and/or Foreign Wire Transfer information, please email our office at [sfshelp@uw.edu](mailto:sfshelp@uw.edu)

### **Where's my scholarship?**

MyUW will list the scholarships that the UW has received for you by the Friday before the quarter starts. Your individual scholarships will not be listed by name, but instead grouped by type of scholarship.

You must be registered for classes for the current quarter before any funds can be released to your account. If you are not registered for the current quarter, the funds may be applied to a future quarter.

### **Why didn't I receive my full scholarship?**

Funds will always be applied to your account according to the scholarship provider's wishes. If no instructions are provided, all checks for \$5000 or more will be split over the remaining quarters in the academic year. Checks for less than \$5000 will be applied to the current quarter.

### **What happens if my scholarship provider pays after the tuition due date?**

Scholarship Providers' payments must be received by SFS by the tuition due date. You may be assessed a late fee for any unpaid balance on your student account after the tuition due date. You may avoid the late fee by paying your balance on time and then have your scholarship provider's funds reimburse you once they are received by the university.

### **Can my scholarship be used to pay for expenses other than tuition?**

Funds in excess of account charges may be released to you, depending on your scholarship. Please refer to the award letter from your scholarship provider for details.

*Note: The University Bookstore is not part of the University of Washington and charges for books are not included in University charges.*

### **How do I access my AmeriCorps award?**

To access your AmeriCorps award, you can complete your request online through your AmeriCorps account.

If you wish to have the award applied to your tuition, you must make this request online no later than the tuition due date. Your student account will be credited for the amount you are eligible to receive. Any charges not covered by AmeriCorps must be paid by the tuition due date.

### **What do I do if my scholarship provider needs to be billed?**

The University of Washington will invoice Third Party scholarship providers that have agreed to pay all or a portion of a student's tuition, fees, or other charges.

If classes are added after the first day of the quarter, which increase your tuition balance, please email [sfsschol@uw.edu](mailto:sfsschol@uw.edu) to inform Student Fiscal Services of this change. We will then send an additional invoice to your scholarship provider.

### **What do I need to do if my employer or a government agency is paying for my tuition?**

You must turn in a government agency purchase order, field order, contract, or employer sponsorship letter to Student Fiscal Services at the beginning of each quarter. Once this is received, your account will be credited and SFS will bill your scholarship provider. It will be your responsibility to pay any charges not covered by your scholarship provider or if we do not receive payment on your behalf.

### **What happens to my scholarship if I am enrolled through UW Professional and Continuing Education (UW PCE)?**

If you are registered only for UW PCE classes, scholarship funds cannot be released to pay your tuition or to print you a check. Contact UW PCE for payment instructions.



**What happens to my scholarship if I attend UW Tacoma or UW Bothell?**

All scholarships are processed through the Seattle campus and will be applied to your account in the same way regardless of which campus you attend. Please submit any necessary paperwork to the Seattle campus.

**How do I request a refund of my scholarship?**

Please contact Student Fiscal Services to have a refund sent to your scholarship provider. You will need a contact name and current address for your scholarship provider in order to ensure accurate refunds.

If scholarship providers wish to have excess funds returned to them, they will need to collect the money directly from you.

*Note: University of Washington does not forward any scholarship funds to other institutions. We will return your scholarship to your donor and they can re-issue the check to your school.*

**How can I contact the UW about my scholarship?**

Email: [sfsschol@uw.edu](mailto:sfsschol@uw.edu)

Phone: 206-543-4694

Fax: 206-616-2678

*Updated: Oct 08, 2012*

## Petitions

Petitions to waive tuition forfeitures and u-pass charges may be submitted to Student Fiscal Services either by mail, fax or in-person. All petitions will be considered on a case-by-case basis. Your petition will be processed by the Student Fiscal Services Office once all information is complete and required documentation has been received. **The petition, with complete documentation, must be submitted by the last day of the quarter in which the charge is assessed.**

## Tuition Forfeiture

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one-half of the tuition reduction (50% forfeiture) for classes dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter and Spring quarters or from the 8th through the 21st calendar day of Summer quarter. If you drop below full-time, you will be charged the tuition rate for the number of credits that you are taking, plus one-half of the difference between full-time tuition and your new rate. For changes made on the 31st day or later, you will be charged 100% of the tuition amount. These are called forfeitures.

Tuition forfeiture fees have specific guidelines or reasons where fees may be waived. Read the guidelines carefully before submitting your petition. You may complete an online tuition forfeiture petition and, if necessary for documentation, a Health Care Provider Verification Form, or pick the forms up in person at Schmitz Hall, room 129. This form is used on the Seattle campus only. If you are a student at Bothell or Tacoma, please contact the Student Affairs Office on your campus for the proper forfeiture petition procedure.

**The petition must be submitted by the last day of the quarter in which the charge is assessed.**

### Forfeiture Guidelines:

Reason	Qualifications	Documentation Required
<b>A. Disability</b>	Illness of the student of such severity or duration that completion of the quarter is precluded.	Health Provider Verification form - May be printed from this link, or picked up in Schmitz Hall, room 129.
<b>B. Call to active U.S.</b>	Call to active military duty after the 7th	Military orders showing the effective date of deployment

<b>military duty</b>	calendar day of the quarter	
<b>C. New Student</b>	Only the first quarter of attendance at the UW	A completed tuition forfeiture petition is required.
<b>D. Death</b>	Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling)	Death certificate, obituary notice or news clipping naming student as relative of the deceased
<b>E. University Error</b>	Student incorrectly advised by UW representative	A written statement (on official letterhead) or email from the University department or unit explaining how the University of Washington was in error

RCW 28B.15.600

## U-Pass Charges

Beginning Autumn Quarter, 2011, the U-Pass fee is mandatory for all registered and enrolled UW Seattle students who pay a Services and Activities Fee. This is the result of a student-initiated move to save the U-Pass program that began two-years ago. The resulting proposal was brought before the UW Board of Regent who approved its implementation on May 12, 2011.

Note that UW Bothell, UW Tacoma, and Professional and Continuing Education (PCE) students have different fee requirements and different return/refund policies. For specific information regarding the U-Pass program at each campus, please visit one of the following websites:

- Seattle students:
  - UW Seattle Commuter Services
- Bothell students:
  - UW Bothell Transportation Services website
- Tacoma students:
  - UW Tacoma Getting to Campus website

- Professional & Continuing Education (PCE) students

*Updated: Jul 12, 2012*

# Managing Your Money

Learning to manage your finances while in college can help you to master the art once you have left college. Living like a student while you are in school will ensure that you don't have to live like one once you have left.

## Budgeting

A budget can help you manage your money no matter how little, or how much, you may have. Over a period of time it will help you to manage your spending so that you are in control, not the money. Make it a tool that will work with your lifestyle. Use a computer (there are many free budget worksheets available online), or put it down on paper, whichever works the best for you.

- use cash not credit cards when purchasing disposable items such as food and entertainment (remember that student loans are for educational expenses)
- carry less cash with you so that you won't be tempted to buy things on impulse
- try to steer clear of ATMs as many have fees which can add up if you are not careful
- record all debit card purchases and ATM withdrawals in your check register
- find a job that works with your class schedule - there are many part-time and work-study positions which can give you enough money to borrow less and create less debt, or use the extra money to make loan payments while in school

Click on the images to watch parts 1 & 2 of developing a spending plan



<http://www.washington.edu/students/sfs/outreach/budget1/budget1.html>



<http://www.washington.edu/students/sfs/outreach/budget2/budget2.html>

# Cut down on Expenses

## Housing

- share costs with a roommate or two
- reduce utility usage as much as possible - water, heat, electricity, phone

## Food

- check weekly ads for specials; clip coupons
- make meals at home instead of dining out
- don't buy more than you will use

## Transportation

- use your U-pass, take the bus or train
- carpool
- if you do own a car, shop around for the best deal on insurance

## Clothing

- watch for sales
- buy at the end of the season when things are discounted
- shop at resale, factory outlet, discount and thrift stores - but pay attention, the prices are not always lower than retail

## Cell Phone

- be aware of hidden charges such as early termination of service
- keep track of your minutes and check your bill when it arrives so that you aren't charged for extra minutes at a higher rate - if you fall well under your limit, you may want to change to a less-expensive plan
- be aware of charges for text messaging

## Entertainment

- Stay in - cook dinner with friends, rent movies, etc
- Use the library, it's free! Check out books, magazines, DVDs, CDs, etc

*Updated: Apr 01, 2010*

## Borrowing: Lenders and You

There are times in everyone's life when we don't have enough cash to do the things we'd like to do, or to take advantage of an opportunity. Fortunately, there are organizations that will lend us the money – for a price.

When evaluating a loan application, lenders look at an applicant's ability to repay. How well have you handled your personal finances? Have you paid your bills on time? Do you have a lot of loans outstanding? Do you owe money on several accounts? How much income do you have and can you afford to take on more debt? What resources, such as savings, do you have? Do you have something that would guarantee repayment? The car for a car loan? The house for a house loan? How long have you been with your current employer? Have you had frequent or extended periods of unemployment?

When a lender denies your loan application, it is generally for the following reasons:

- poor credit history – maybe you've frequently paid late
- too many open credit cards - which could enable you to quickly acquire too much debt
- too much debt, especially in relation to your income, decreases the lender's chances of being repaid
- inconsistent employment history - makes your income seem unreliable
- requesting more money than your income indicates you can afford to repay
- too many inquiries on your credit report - tends to make you look like you're trying to open too many accounts

Lenders are in the business to make money and they want you to repay the loan plus interest. If something on your credit history looks like it may make it difficult for you to do so, they will deny the loan. Your credit score, which is the information on your credit report distilled down to a number, is generally used to determine your credit worthiness. A lower credit score does not mean that you won't be able to get a loan. What it usually means is that you will be paying a higher interest rate.

Pay on time and in full. Making minimum payments on a \$2,000 balance at 18% interest will take almost 13 years to pay in full.

## Credit Cards

Credit cards...just about everyone has at least one. They are a type of loan. The limit on your card is the highest amount that the credit card company will lend you. You make monthly payments and you pay interest.

While in college, you may receive credit card offers. If you are under 21 years of age and want to sign up for a card, you will have to show that you are able to make the payments or have a co-signer.

If you decide to sign up for a credit card, select the one with the lowest interest rate for both purchases and cash advances. Read the fine print – it is located in a section called the Schumer box and is often found on the back of the offer. Check for annual fees and other hidden costs. Some cards charge as much as \$100 annually for membership fees. Be aware of offers that charge a low introductory rate, but after six months raise it to a higher level.

## Three types of credit cards:

### Prepaid Card

This option allows you to deposit money to put a balance on the card. You do not need a bank account for this type of card. It works just like cash and may be a good option if you have trouble sticking to a budget.

### Standard Credit Card

With a credit card, you borrow money for purchases and then pay a monthly interest rate during repayment of your credit card balance.

If your credit card is stolen, under federal law you are only responsible for \$50 of unauthorized charges. If you notify your credit card company that your card was stolen before any charges are made, you may not be liable for any charges at all. If the credit card is not physically present when a fraudulent purchase is made, such as over the internet, you are also free from liability for those charges.

### Debit Card

Money for purchases is deducted from your bank account. It works just like cash or a check. Be careful to track transactions in a check register or you may exceed your budget.

If your debit card is stolen you are only responsible for \$50 of unauthorized charges, but you **must** notify the debit card issuer within 2 days of its theft or you may be liable for up to \$500. If you fail to notify the debit card issuer for more than 60 days after you receive your monthly statement you could be liable for all of the fraudulent charges.



Click image to view video.



<http://www.washington.edu/students/sfs/outreach/borrow2/borrow2.html>

*Updated: Apr 01, 2010*

## Borrowing: Student Loans

Student loans are a convenient way to pay for your education. With any type of loan, you sign a promissory note. This is a legal document that lays out the terms of the loan and requires your signature. By signing, you indicate that you understand the terms and agree to repay the loan. Most of these signatures are now done online. You may sign your Stafford loan on the US Department of Education website. You may sign for the Perkins loan through MyUW. More information about your loans is available on MyUW under the heading My financial aid status.

## Stafford Loan

The most common student loan is the Stafford. The University of Washington is a direct lender. This means you don't have to go to a bank, you will get the funds directly through the University of Washington. Your annual loan will be split between the 3 quarters and is applied to your student account. It will go towards tuition unless other funds are available to pay your account.

There are two types of Stafford loans – subsidized and unsubsidized. Interest is charged on both.

### Subsidized loans

- need-based
- fixed interest rate
- government pays the interest on the loan while you are in school and during any grace period

### Unsubsidized loans

- non-need-based
- government does not subsidize the interest (you will receive a notification regarding the interest. It is important that you read this notification when you receive it. You have the option of paying the interest while still a student or adding it to the loan principle amount which is the default arrangement. Remember, the interest rate is set by Congress and may change.)

### Perkins Loan

The Perkins loan is provided to students with exceptional need. The interest rate is fixed at 5% and does not vary from year to year.

Click image to view video.



<http://www.washington.edu/students/sfs/outreach/borrow1/borrow1.html>

*Updated: Apr 01, 2010*

## Credit Reporting

# Credit Reporting

We cannot stress it enough: You *must* repay your loans, credit cards, etc. If not, you will be causing yourself a lot of problems.

When you make a late payment, your loan is considered delinquent. After 90 days of delinquency, your lack of payment will be reported to at least one credit reporting agency. If you are delinquent for more than 270 days, your loan may default. This will make it difficult to obtain a mortgage, an auto loan, credit cards, or other financing.

You should request a copy of your credit report to make sure it is correct. You are entitled to receive a free credit report from each of the three major credit reporting agencies once a year. You may contact the credit bureaus directly, but the free credit reports are only available through AnnualCreditReport.com.



Watch a screencast about credit reports and scores.  
[<http://www.washington.edu/students/sfs/outreach/creditreport10/creditreport10.html>]

## Credit Scores

A credit score is a numerical value that is used to summarize your credit risk. The score is based on a snapshot of your credit report at a particular point in time. Your credit score helps lenders estimate your credit risk.

The most commonly used scores in the US and Canada are from FICO, which was created by Fair Isaac Corporation. Fair Isaac uses information in consumer credit reports to develop these scores. Your FICO score determines what credit may be available to you and with what terms it will be offered (interest, etc).

FICO scores provide a reliable guide to future risk based solely on your credit report data. The scores have a 300–850 point range. The higher the score, the lower the risk. But no score can absolutely determine whether a specific individual will be a good or bad customer. There is no single *qualifying score* that is used as a threshold by all lenders.

## Credit Score Breakdown

- 10% - New credit
- 10% - Types of credit in use
- 15% - Length of credit history
- 30% - Amounts owed
- 35% - Payment history

## Credit Bureaus

Experian

P.O. Box 949  
Allen, TX 75013-0949  
800-583-4080

Equifax

P.O. Box 740241  
Atlanta, GA 30374-0241  
800-685-1111

Trans Union

760 West Sproul Road  
P.O. Box 390  
Springfield, PA 19064-0390  
800-916-8800

Remember, the free credit reports are **only** available through [AnnualCreditReport.com](http://AnnualCreditReport.com).

*Updated: Mar 30, 2010*

## Fraud: Identity Theft

Identity Theft is loosely defined as a crime involving the stealing of personal data to be used for another's economic gain.

This data may include, but is not limited to:

- social security numbers
- driver's license numbers
- credit card information
- bank account numbers

This crime is often committed without the victim's knowledge and is one of the fastest growing crimes in the United States today. Information may be obtained in many ways, here are some examples:

- stealing your wallet or purse
- stealing your mail
- getting personal data from your trash
- finding personal information that you share online
- posing as a legitimate company over email and request your personal info

The experience can be devastating for victims; it can take years to restore a good credit record and even longer to clear a good name. With identity theft, the *best defense is a good offense*, meaning that being proactive, cautious and careful is the best way to protect yourself from becoming a victim.



→ Watch a screencast about fraud.

<http://www.washington.edu/students/sfs/outreach/fraud10/fraud10.html>

## To Avoid Identity Theft

- memorize your Social Security Number (SSN) and passwords, do not carry them with you
- order your free credit report every year and review for accuracy
- shred credit card offers before discarding them
- reconcile your credit card and bank statements monthly and report any inconsistencies immediately

- do not use your social security number as an identifier unless absolutely necessary
- do not give personal or financial information over the phone or internet unless absolutely sure of who is requesting it
- report lost or stolen cards immediately
- do not open or download files or links sent to you by strangers

## **What to do if your identity is stolen**

1. Contact the fraud department of the three major credit bureaus to place a fraud alert on your account.
  - Equifax
  - Experian
  - TransUnion
2. Close any accounts that you believe to be compromised
3. File a report with the Federal Trade Commission
4. File a police report

*Updated: Mar 09, 2010*

# Bankruptcy Notices

The Student Fiscal Services Office has been designated as the coordinating office for all bankruptcies for the University of Washington. Departments should send all notices, along with proof of any debt owed by the individual or entity to:

Student Fiscal Services (SFS)  
Box 355870

All University of Washington departments that are named as creditors, or that may be creditors, will be notified of the filing of the bankruptcy and of their obligations under the automatic stay provisions of the Bankruptcy Code. Notification will be made by SFS.

SFS will file the necessary claim with the courts and, if legal counsel is needed, will contact the Attorney General's Office for assistance. Bankruptcies will generally be handled by SFS, except where representation by the Attorney General's Office is needed or desired, by mutual agreement.

If SFS receives final notice, it will notify all University departments which have been involved, including the Attorney General's Office if it has had any involvement in the case or provided any advice. The disposition of all bankruptcies involving current or former students will also be communicated to the Registrar.

Contact information:

Student Fiscal Services  
206-543-4694  
sfshelp@u.washington.edu

*Updated: Mar 27, 2012*



# Student Tax Information

Student Fiscal Services monitors student tax information at the University of Washington. This information includes data for use in claiming educational tax credits and deductions that you have paid for tuition and fees. In addition, the UW provides information to help you determine if your scholarships, fellowships, grants or tuition reductions are taxable. The UW cannot provide individual tax advice. If you have questions, you should consult your tax advisor about your specific circumstances.

Scholarships, fellowships, grants and tuition reductions are not considered taxable income if they are used solely for qualified educational expenses. Any amount used for personal or non-qualified expenses are subject to tax. For more details refer to the IRS Publication 970 - Scholarships and Fellowships.

Washington State's Guaranteed Education Tuition (GET) program is a 529 qualified tuition program according to IRS regulations. This program allows individuals to prepay for student's college educational expenses. Funds from the GET program are used to reduce qualified educational expenses. The amounts used to pay these expenses are not taxable or reported to the IRS on the 1098T forms that the UW provides students for filing their tax returns.

- SFS - Resident Tax Workshop Presentation  
[<http://f2.washington.edu/fm/sfs/sites/default/files/media/Taxes12.ppt>]
- SFS - NRA Tax Workshop Presentation  
<http://f2.washington.edu/fm/sfs/sites/default/files/media/NRA12.ppt>

Four types of tax information are provided to students each year. Use the links below to navigate to a detailed web page for each topic.

- Education Tax Credits and Tax Deductions (Form 1098T)
  - Print Your 1098T Information
- Nonresident Alien (NRA) Student Tax (Form 1042S)
- Employees' Tuition Exemption Tax Withholding
- Canadian Tax Information

For questions, please email [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu) or call 206-221-2609 for assistance.

*Updated: Aug 22, 2012*

# Canadian Tax Information

Upon request, Student Fiscal Services will prepare yearly Canadian tax forms for students who are taking classes at the University of Washington and who are residents or citizens of Canada. Verification of tuition charges, tuition payments, scholarships and financial aid information are completed for students for the tax year.

If you wish to use this service, please bring the Canadian Tax form TL11A to 129 Schmitz Hall, or mail it to:

Student Fiscal Services  
129 Schmitz Hall  
Box 355870  
Seattle, WA 98195-5870

For questions, please email [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu) or call 206-221-2621 for assistance.

*Updated: Feb 23, 2009*

# Education Tax Credits

The Internal Revenue Code provides both tax credits and deductions that may be taken to reduce the federal income tax burden for students or those paying the costs of a student's higher education. Briefly, credits directly reduce the amount of income tax owed, while deductions reduce the amount of taxable income upon which income taxes are computed. Per IRS regulation, the UW reports all tuition charges, financial aid, grant or scholarship payment information for students on the 1098T.

The UW does not report any payment information to the IRS since students may pay other fees on their student accounts. Information is reported for the current calendar year only. Amounts prepaid for future quarters/years will not be reported.

Expenses for books, supplies and/or equipment are not reported to the IRS. Students must keep the receipts and report these expenses when filing a tax return.

## American Opportunity Credit

- Applies to the first four years of post-secondary education
- Tax credit of up to \$2,500 of the cost of qualified tuition and related expenses paid during the taxable year
- Based on 100% of the first \$2,000, plus 25% of the next \$2,000 of tuition, fees, and course materials paid during the taxable year
- Qualified tuition and related expenses has been expanded to include expenditures for "course materials"
- Eligibility is limited to taxpayers with adjusted gross income of \$90,000 or less (\$180,000 or less for joint filers)

## Lifetime Learning Credit

### Eligibility and limitations:

- up to \$2,000 for undergraduate, graduate and continuing education coursework taken to acquire or improve job skills
- there is no limit on the number of years the credit can be claimed for each student
- eligibility is limited to taxpayers with adjusted gross income of \$61,000 or less (\$122,000 or less for joint filers)

### Amounts:

- up to \$2,000 of qualified education expenses

The Lifetime Learning Tax Credit allows students or the parents of dependent students to claim a credit for qualified education expenses paid for all students enrolled in eligible educational institutions, including the UW. This credit is nonrefundable. This credit lets taxpayers claim a maximum credit of \$2,000 per taxpayer (20% of up to \$10,000 paid in higher education expenses) for payments made in the calendar year. It is available to parents of dependent students or to students who are NOT claimed as dependents on their parents' federal tax return. The maximum credit is \$2,000 per family, not per student. Taxpayers CANNOT take more than one credit in the same year for the same student.

If you are unable to claim the AMERICAN OPPORTUNITY or LIFETIME Learning Tax Credits, you may still be able to deduct qualified higher education expenses from your income. For those earning \$80,000 or less a year (\$160,000 if married and filing jointly), you may deduct up to \$4,000 per year of qualified tuition and fees paid to the UW.

The preceding information and that which follows is for general information only, and does not constitute tax advice. For your convenience we have provided links to Other Useful Web Sites. Because income tax rules are complicated, it may be helpful to consult with the IRS, directly, or a tax advisor.

## Who Is Eligible For The Education Tax Credits

The full value of the tax credits is available to:

- married taxpayers filing jointly with a modified adjusted gross income (MAGI) of \$122,000 or less
- single taxpayers with a MAGI of \$61,000 or less for calendar year 2010

Taxpayers with a low tax liability may not be able to take all the credits, as the credits are nonrefundable, thus limited to taxpayers' total federal income tax obligation. Tax liability is the total amount of tax due; including both the balance due with the filing of the tax return and amounts paid throughout the year such as those from wage withholding and estimated tax payments.

## Comparison of Education Credits

**Caution:** If you have more than one student eligible for the American opportunity credit, you must claim the same credit for all eligible students. You may claim both the American opportunity credit and the lifetime learning credit on the same return—but not for the same student.

	<b>American Opportunity Credit - NEW</b>	<b>Lifetime Learning Credit</b>
<b>Maximum credit</b>	Up to \$2,500 credit <b>per eligible student</b>	Up to \$2,000 (\$4,000 if a student in a Midwestern

		disaster area) credit <b>per return</b>
<b>Limit on modified adjusted gross income (MAGI)</b>	\$180,000 if married filing jointly; \$90,000 if single, head of household, or qualifying widow(er)	\$122,000 if married filing jointly; \$61,000 if single, head of household, or qualifying widow(er)
<b>Refundable or nonrefundable</b>	40% of credit may be refundable	Credit limited to the amount of tax you must pay on your taxable income
<b>Number of years of postsecondary education</b>	Available ONLY for the first 4 years of postsecondary education	Available for all years of postsecondary education and for courses to acquire or improve job skills
<b>Number of tax years credit available</b>	Available ONLY for 4 tax years per eligible student	Available for an unlimited number of years
<b>Type of degree required</b>	Student must be pursuing an undergraduate degree or other recognized education credential	Student does not need to be pursuing a degree or other recognized education credential
<b>Number of courses</b>	Students must be enrolled at least half time for at least one academic period beginning during the tax year	Available for one or more courses
<b>Felony drug conviction</b>	No felony drug convictions on student's records	Felony drug convictions are permitted
<b>Qualified expenses</b>	Tuition and required enrollment fees. Course-related books, supplies, and equipment do not need to be purchased from the institution in order to qualify	Tuition and required enrollment fees, including amounts required to be paid to the institution for course-related books, supplies, and equipment. Additional expenses allowed for students in Midwestern disaster areas

## Payments for academic periods

Payments made in 2011 for academic periods beginning in 2011 and in the first 3 months of 2012

## Qualified Education Expenses

Generally, qualified education expenses are amounts paid in 2011 for tuition and fees required for the student's enrollment or attendance at an eligible educational institution. It does not matter whether the expenses were paid in cash, by check, by credit or debit card, or with borrowed funds.

Only certain expenses for course-related books, supplies and equipment qualify.

- American opportunity credit: Qualified education expenses include amounts spent on books, supplies and equipment for a course of study, whether or not the materials are purchased from the educational institution as a condition of enrollment or attendance.
- Lifetime learning credit: Qualified education expenses include amounts spent on books, supplies and equipment required to be paid to the institution as a condition of enrollment or attendance.

Qualified education expenses do not include amounts paid for:

- Room and board, insurance, medical expenses (including student health fees), transportation or other similar personal, living, or family expenses.
- Any course or other education involving sports, games or hobbies, or any noncredit course, unless such course or other education is part of the student's degree program or (for the lifetime learning credit only) helps the student acquire or improve job skills.
- Nonacademic fees, such as student activity fees, athletic fees, insurance expenses, or other expenses unrelated to the academic course of instruction.

Qualified expenses are reduced by tax-free grants, scholarships, fellowships, tuition exemptions and employer-provided educational assistance.

For questions regarding tuition charges, scholarships or financial aid recorded on the Student Database, email [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu), or call 206-221-2621.

## University Reporting of Expenses and Aid Received

The University compiles information of qualified expenses charged and grant aid received for all students who were registered during the calendar year. This information is reported to the IRS.

If more information on the specific information reported to students is needed, call Student Fiscal Services at (206) 221-2621 during normal business hours, or email [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu)

## Obtaining Your 1098T Information

The University of Washington will mail you an IRS Form 1098T at the end of January. If you are registered for Winter quarter, the form will be mailed to your billing address, otherwise it will be sent to your permanent address.

You may also print the information contained on the 1098T from MyUW Student Finances tab under the Tax category. As you do not submit this form to the IRS, an official form is not necessary to claim the tax credits.

## Claiming the Credits

Use IRS Form 8863 to determine the amount of the credit. Be sure to read the instructions that accompany the form.

If you need further assistance, contact the IRS or a tax advisor. The University CANNOT provide assistance regarding your eligibility and/or the calculation of the credit.

## Education Savings Account (ESA)

Taxpayers can invest up to \$2,000 a year for each child under age 18. All earnings are entirely tax free, if they are used to finance a higher education.

Please review IRS publication 970 for specific information.

## IRA Withdrawal

The Internal Revenue Code allows people under the age of 59 1/2 to withdraw money for higher education expenses from a regular IRA or the new Roth IRA without paying a penalty for early distribution. However, tax may be owed on at least part of the amount distributed. These funds may be used for the taxpayer's own higher education expenses, or for those of their spouse, child or grandchild.

## Deduction for Interest on Education Loans

Taxpayers may deduct up to \$2,500 in student loan interest paid in the previous tax year. The interest paid on the student loans may be for the taxpayer, the taxpayer's spouse or dependent. You cannot take a student loan deduction if your modified adjusted gross income (MAGI) is \$75,000 or more (\$150,000 or more if you are married and file a joint return).

# Tuition and Fees Deduction

You may be able to deduct qualified tuition and related expenses paid during the year for yourself, your spouse, or a dependent. You cannot claim this deduction if your filing status is married filing separately or if another person is entitled to claim an exemption for you as a dependent on his or her tax return. You cannot claim this deduction if your modified adjusted gross income (MAGI) is \$80,000 or more (\$160,000 or more if you are married and file a joint return), or if you were a nonresident alien for any part of the year and did not elect to be treated as a resident alien for tax purposes.

The tuition and fees deduction can reduce the amount of your taxable income by up to \$4,000. This deduction is taken as an adjustment to taxable income. This means you can claim this deduction even if you do not itemize deductions on Schedule A (Form 1040). This deduction may be beneficial to taxpayers who cannot take either of the education credits because their income is too high. Please review IRS Publication 970 for specific information.

## Other Useful Resources

Other resources that you might find useful for further information on the tax credits include:

- SFS Tax Workshop Presentation
- Tax Information for Students
- National Association of Student Financial Aid Administrators (NASFAA)
- IRS Tax Topic - Tax Credits
- IRS Publication 970 - Tax Benefits for Education
- IRS Publication 17, Ch. 35 - Education Credits

Frequently Asked Questions about the American Opportunity and Lifetime Learning tax credits.

*Updated: Mar 27, 2012*



# Employees' Tuition Exemption Tax Withholding

Under the University of Washington's Internal Revenue Code section 127 tax plan, an employee taking graduate level, non job-related classes is entitled to a tuition waiver of up to \$5,250 in a year without tax withholding. Amounts of tuition waiver in excess of the limit are subject to a 25% federal income tax, plus 7.65% for Social Security and Medicare Tax. No tax is withheld for graduate level job-related classes or any undergraduate level classes.

Student Fiscal Services (SFS) monitors tuition waiver status for employees through the information submitted to the Registrar's office by the employee each quarter. The tuition waiver is calculated three times a year, during Spring, Summer and Autumn quarters, to determine if any employees have exceeded the tuition waiver limit of \$5,250 during quarters that they were enrolled in classes.

A report listing any employees who have exceeded the limit is prepared for the Payroll office for tax withholding purposes. Spring quarter tax information is sent to the payroll office by June 10. Summer quarter tax information is sent to the Payroll office by August 1st and Autumn quarter tax information by November 1st of each year. The Payroll schedule for tax withholding is as follows:

- June 25 and July 10 paydates for Spring quarter
- August 25th and September 10th paydates for Summer quarter
- November 10th and 25th paydates for Autumn quarter

Note: Under rules for withholding, the UW withholds income taxes from the balance of your wages at the 25% withholding rate on the amount of the tuition waiver, less the \$5250. Payroll taxes are withheld at the rate of 7.65% on any amount exceeding the \$5250.

Employees taking graduate level classes may change their class from non job-related to job-related and vice-versa during the first seven days of the current quarter. No changes can be made for prior quarters, or after the 7th day of the current quarter. To update your class status, contact the Registration office in Schmitz Hall, room 225.

In Spring, Summer and Autumn quarter of each year, Student Fiscal Services sends out an email notice to employees who will be taxed for tuition waivers in excess of the \$5,250 limit.

For more information regarding tuition exemption, view the UW Administrative Policy Statement 22.1

If you have questions regarding the taxability of your tuition waiver, please email [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu) or call 206-221-2621 for assistance.

*Updated: Jun 06, 2012*

# Nonresident Alien Students Federal Tax Information

## General Tax Information

Under Internal Revenue laws and regulations your resident or nonresident alien status is determined by either a “Green Card”, marriage to a U.S. citizen or resident, or substantial presence test. For the substantial presence test, the number of days in your first 5 years in the U.S. as a student (F-1 visa) or first 2 years if you are a teacher/researcher (J-1 visa) are not counted. During this time you are “exempt” from the substantial presence test.

Nonresident aliens are taxed only on income from U.S. sources. During the time you are a nonresident alien, you must fill out either a 1040NR or 1040NR-EZ form if you have U.S. source income and **Form 8843** if you are “exempt” from the substantial presence test.

- You may get tax forms from the IRS at 1-800-829-1040 or 206-442-1040, or from the IRS web site.
- If you must file taxes on a 1040NR or 1040NREZ form and your spouse is also working, each of you must file a separate form.
- Always write your social security number, address and telephone number on anything you send to the IRS.
- Attachments may be stapled to your tax return, but your payment should not be attached to your return.
- Make photocopies of everything you send to the IRS, including W-2 forms, tax returns and correspondence. You must keep these copies for at least 3 years.
- Always respond to any letter sent to you from the IRS before any stated deadline occurs. If you cannot gather all documents before the deadline, send a letter telling the IRS what is delaying your response. Send a photocopy of the IRS letter with your response.

## Guidelines and Policies for Scholarship & Fellowship Payments

If you receive scholarship and fellowship payments from only non-U.S. sources, no reporting or withholding is required. Therefore, no forms are required and you will not receive a 1042-S from the University of Washington.

Beginning with the tax year 2002, the university is no longer required to report students with U.S. source funds that do not exceed the cost of tuition, fees, and an allowance for books as these are considered “qualified” expenses. If all the money you receive is qualified, you will no longer receive a 1042-S form.

If the payments you receive are in excess of tuition, fees and a book allowance, these are considered “unqualified”. The university will report all unqualified scholarships to the IRS and you will receive a 1042-S form from the Payroll Office no later than March 15th of the following calendar year.

If you receive unqualified payments in excess of a personal allowance, you will have tax withheld. The amount of personal allowance is prorated on a daily basis during the period of the year you are in the United States. The University calculates your personal allowance quarterly (one quarter equals 91 days) based on your enrollment status for that quarter.

## Tax Withholding

Generally IRS regulations require that 14% of non-qualified scholarship and fellowship payments paid to F, J, Q or M visa holders be withheld as federal income tax, unless you are a resident of a country with which the United States has an applicable income tax treaty.

## Form W-4 for Individuals Not From Tax Treaty Countries

You may be eligible for additional exemptions provided you complete a W-4 claiming those exemptions, along with an attached statement that you have filed a U.S. tax return for the previous year or will file a U.S. tax return if the current year is your first year.

## IRS Form W8-BEN for Individuals from Tax Treaty Countries

Non-qualified scholarship and fellowship payments made to nonresident aliens claiming exemption from the 14% Federal withholding tax (because of an income tax treaty) are reported by the University to the IRS. The IRS, in turn, reports this income to the applicable country of residence.

If you wish to claim a tax treaty exemption, you must complete IRS Form W8-BEN. You should keep copies of any of these documents. Send the original to the UW Payroll Office, Box 355655.

If you are a nonresident alien student and you desire in-depth information, or have an unusual or difficult situation regarding your obligations under the U.S. federal income tax laws, you should direct your questions to:

Internal Revenue Service  
Assistant Commissioner (International)

Attn: IN:C:TPS  
950 L'Enfant Plaza South, SW  
Washington DC 20024

Or contact the local Internal Revenue Service or a tax advisor.

## Tax Computations for Scholarships

*Question:* If a department wanted to make a taxable scholarship payment of a certain amount to a nonresident alien student, how much additional expense would the department incur?

The U.S. tax code requires federal income tax withholding on all U.S. source non-qualified scholarship payments to nonresident alien students. The withholding rate for payments to students on F-1 or J-1 visas is 14%. Non-qualified scholarships are those payments for expenses other than tuition and course-related expenses.

Revenue Procedure 81-48 outlines a formula which may be used to calculate an employee's wages when the employer pays the employees tax. Such a formula could be used in this case as well. The formula is as follows:

$$W = S / 1 - R$$

**W** represents the employee's wages

**S** is the stated pay

**R** is the tax rate

For example, if the University wanted to make an after tax non-qualified scholarship payment to a student on an F-1 visa of \$1000 it would need to report \$1162.79 of pretax income calculated as follows:

$W = \$1000 / (1 - 14\%)$ ; (Federal Income Tax Rate)  
Gross payment \$1162.79  
Federal Income Tax withheld (14%) \$162.79  
Net check \$1000.00

In other words, if you want the student to receive \$1000, divide the \$1000 by .86%. It will be \$1162.79. The total expenditure to a department paying the tax is \$1162.79.

## If You Don't Have a Social Security Number

You must get a tax identification number. If you are eligible, you should get a social security number (1-800-772-1213). If you are not eligible for a social security number, you may get an ITIN (Individual Tax Identification Number). The University of

Washington is able to process applications for ITINs, but only if you are unable to obtain a social security number. Contact [itin@u.washington.edu](mailto:itin@u.washington.edu) for more information.

Go to the International Student Office in 459 Schmitz Hall and get a letter declaring that you may possibly receive assistance from a U.S. source while you are in the United States. You cannot get a social security number without this letter. Complete Form SS-5 and take the form in person to a Social Security Administration office with your passport and original Immigration and Naturalization Service (INS) documents (for example: I-94, Alien Registration Receipt Card IAP66 or I-20).

The locations of the nearest Social Security offices are:

<b>Downtown Seattle</b>	901 Lenora, Suite 100
<b>North Seattle</b>	13510 Aurora Ave N, Suite B
<b>South Seattle</b>	675 S Lane, Suite 401
<b>Bellevue</b>	505 106th Ave NE, Suite 301 Park Plaza
<b>Everett</b>	8625 Evergreen Way, Suite 250
<b>Kent</b>	1019 W James St, Suite 200

Or you may use the Social Security website to locate offices near where you work or live.

The addresses to obtain ITIN numbers are:

<b>Seattle</b>	Federal Building, 915 2nd Ave, Room 456
<b>Bellevue</b>	520 112th NE, Suite 300

## Other Useful Resources

Other resources that you might find useful for more information on nonresident alien tax information include:

- SFS NRA Tax Workshop Presentation
- Windstar - Tax Treaty Information
- Individual Taxpayer Identification Number Information
- IRS Forms

Frequently Asked Questions about Nonresident Alien (NRA) tax.

*Updated: Aug 22, 2012*

## FAQ - NRA Tax

# Departmental Scholarship or Fellowship Tax

Is a scholarship or fellowship taxable?

A scholarship or fellowship is subject to tax if it exceeds the tuition charges and required book fees. Read more in IRS publication 970, page 4.

Which offices disburse scholarship or fellowship money to students?

A scholarship, fellowship, prize or stipend may be disbursed from the Student Fiscal Services (SFS) Office if a student is enrolled in the current quarter. Otherwise, the Payables Administration Office or the Payroll Office will handle the disbursement. Each of these offices also manages the tax withholding for any award.

Why do Nonresident Alien (NRA) students need to get a Social Security Number (SSN)?

The Internal Revenue Service (IRS) requires all students to have an SSN. The IRS fines the UW \$50 per nonresident alien student if they do not have an SSN recorded in the UW payroll system or Student Database (SDB) system.

Where can an NRA student apply for an SSN or a Tax Identification Number (TIN)?

You may apply for an SSN by getting a letter from the International Services Office and taking it to any Social Security Administration office; or get a TIN from the Payables Administration Office if you are not eligible to apply for an SSN.

Do I need to pay taxes if I receive a scholarship or fellowship?

Yes, you need to pay taxes for any amount that exceeds your tuition charges. As an NRA student, you will be charged 14% tax if you have an SSN in the SDB system. You will be charged 30% tax if you do not have an SSN in the SDB system.

What do I need to do if I come from a treaty country?

If you come from a treaty country, you need to file a W8-BEN form to declare the treaty country status. You can get the form from the Payroll Office, or from your department. After you complete the form, send it to Student Fiscal Services (Box 355870).

Do I need to pay tax if I didn't have a W8-BEN form on file?

Yes, if you didn't file a W8-BEN form, you will be charged regular tax if your scholarship or fellowship exceeds your tuition, books and fees.

Can a departmental budget pay my taxes?

Yes, a department may use its budget to pay for your NRA tax withholding in the SDB system, but in order to do so, it must increase the award amount by 14%. Otherwise, SFS will take out the 14% tax before the money is awarded to you.

What is the 1042S form?

It is for nonresident alien students that received US source income while studying at the UW.

Who receives the 1042S form?

The 1042S form will only be given to nonresident alien students who have received scholarship or fellowship money that exceeds their tuition and related fee charges. You will not receive a copy of the 1042S form if you only have a tuition waiver on your account and do not receive any checks.

As an NRA student do I qualify for the American Opportunity or Lifetime Learning Tax Credit?

No, nonresident alien students do not qualify for these tax credits. Anyone who is at the UW with a visa does not qualify to claim these credits either, even if an income tax return is filed every year. Therefore, you will not be sent a 1098T tax form.

Which office should I contact if I have questions regarding American Opportunity and Lifetime Learning Tax Credit, scholarship or fellowship taxes, and NRA students' tax questions?

Contact Student Fiscal Services by calling 206-221-2621, or sending email to [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu)

*Updated: Dec 17, 2010*



## FAQ - Tax Credits

### American Opportunity Credit

What is the American Opportunity Credit?

This is a modification of the Hope credit; this new education tax credit is available for 2009 & 2010.

What is the amount of the American Opportunity Credit?

The maximum credit per student is \$2500. (100% of the first \$2,000 and 25% of the next \$2,000 of qualified education expenses).

How do I qualify for the credit?

The credit is available for the first 4 years of the postsecondary education and 40% of the credit (up to \$1,000) is refundable for many taxpayers. The amount of your credit for 2009 is gradually reduced (phased out) if your modified adjusted gross income (MAGI) is between \$80,000 & \$90,000 if you are single or between \$160,000 and \$180,000 if you file a joint return.

Where do I find more information about the American Opportunity Credit?

You may find it in IRS Publication 17, Chapter 35 at: [www.irs.gov](http://www.irs.gov)

What form do I use to claim the Tax Credit?

Use IRS Form 8863. It is available on the IRS website

What expenses are eligible for the American Opportunity credit?

Qualified education expenses include amounts spent on books, supplies, and equipment needed for a course of study, whether or not the materials are purchased from the educational institution as a condition of enrollment or attendance.

### Lifetime Learning Credits

Who can claim the Lifetime Learning Credit?

The Lifetime Learning credit is available to students in all years of postsecondary education and for courses to acquire or improve job skills.

What are the qualified expenses for the Lifetime learning credit?

Qualified education expenses include only amounts for books, supplies and equipment required to be paid to the institution as a condition of enrollment or attendance.

## General Tax Credit Questions

When I use student loans to pay tuition expenses, do I qualify to claim tax credit?

Yes, student loans are considered your personal funds, they are not considered financial aid or scholarship money. You are still qualified to claim the tax credit if you meet the requirement.

What is a Tuition and Fees Deduction and when would I use this?

The tuition and fees deduction is for taxpayers who cannot take the American Opportunity or Lifetime Learning credit because their income is too high. To learn more about the tuition & fees deduction, please see IRS Form 8917

How do I find out how much interest I paid on a student loan?

Contact your loan servicer and request form 1098E.

Where can I get help at the University of Washington when I have a tax issue with the IRS?

UW law school has a Federal Tax Clinic which was established in 2000 to assist low-income individuals throughout Western Washington resolve disputes with the Internal Revenue Service. The federally-funded clinic offers this assistance as a public service and as a means of training law students in tax practice.

For more information, please visit the Law school website.

May I get a 1098T Form for previous years?

Yes, you may print a prior year 1098T form from the MyUW Student Finances tab, Tax just 1098-T Federal Tax Information Statement.

When will the 1098T be available?

The forms will be mailed out by the end of January. If you are currently enrolled, it will be mailed to your billing address. If you are not enrolled, it will be sent to your permanent address. Prior to receiving the 1098T, you may review your account information on MyUW. You may also print a copy of your 1098T form from MyUW Student Finances tab, under the Tax category.

How can I get a corrected 1098T?

If you need corrections to your 1098T for the current year, please contact Student Fiscal Services at 206-221-2621 or send an email to [taxquest@u.washington.edu](mailto:taxquest@u.washington.edu). Include

your contact information and details of what needs to be corrected. After we review your record, you may request that a corrected 1098T form be mailed to you or you may print the information from MyUW Personal Services the day after your request. If you are attending a UWEO program, you need to contact the UWEO office at 206-685-6330 before any corrections may be made to your account.

I paid my tuition through UW Professional and Continuing Education, why is the payment information listed under the grant/aid section?

If the person who paid the bill had a different name than the official student name in the database, then it may be listed as grant/aid payment on the 1098T form. Please contact the UW PCE office at 206-685-6330 for corrections.

As Professional and Continuing Education student, why does the 1098T statement say "No" in regards to either being a full-time student, graduate or undergraduate student?

UWPCE does not use the student class code information that the main campus uses. When their files are sent to print the 1098T form, it will have no indication whether a student is enrolled full-time or part time or whether they are a graduate or undergraduate student.

What happens if my Financial Aid or scholarship money is more than the tuition expenses?

Any financial aid or scholarship money not used to pay for tuition or education expenses is taxable income; you may have to report it when you file a tax return.

## International Students

As an international student am I eligible for the American Opportunity or Lifetime learning credit?

No. If you are a nonresident student and on visa status at the UW, you will not receive a 1098T form; you do not qualify for tax credit. To learn more, please see IRS Publication 970

Why didn't I receive a 1042S form from payroll this year?

According to the new IRS requirements, the UW does not have to report any tuition exemptions or tuition waivers for international students. Nonresident foreign students who have received U.S. funds that exceed tuition charges will be reported to the IRS, only this group of students will get a copy of the 1042S form.

What if my country has a Tax Treaty benefit with the U.S.?

To claim the Tax Treaty benefit, you need to fill out a W8-BEN form and send it to the Student Fiscal Services or the Payroll office. Your department should have this form if you are not able to print a copy from the IRS website.

What if my country does not have a Tax Treaty Benefit with the U.S.?

If your country does not have a Tax Treaty Benefit with the U.S., you will need to pay U.S. taxes if you receive U.S. source income that exceeds the amount of the tuition expenses.

## Resources

- IRS Publication 8863
- IRS Publication 8917
- IRS Publication 17

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