



**Human Dimensions of Organizations (HDO)  
Master's Program (Option III)  
Student Billing Guidelines**

**2020-2021**

# Table of Contents

<b>Introduction</b>	<b>3</b>
Program Billing Contacts	3
<b>HDO Tuition and Fees</b>	<b>3</b>
Standard Payment Schedule	3
<b>Payment Methods</b>	<b>4</b>
Billing Process	4
Financial Aid	4
How To Apply for and Pay Tuition with Financial Aid	4
Veteran’s Benefits	5
Employer Tuition Assistance	5
Invoices & Receipts	5
“What I Owe”	5
<b>Late Fees, Refunds and Bars</b>	<b>6</b>
Late Fees	6
Refunds	6
Registration and Graduation Bars	6
<b>Tax Information for Graduate Students</b>	<b>7</b>

## **Introduction**

Welcome to the Human Dimensions of Organizations (HDO) Master of Arts program at the University of Texas at Austin. HDO faculty and staff are committed to helping you achieve your educational and professional goals in a positive, supportive atmosphere.

These Student Billing Guidelines are designed to assist you in answering questions you may have regarding the billing and payment process for the HDO program.

### **Program Billing Contacts**

Administrative Manager: Jessica Crawford ([jessica.crawford@austin.utexas.edu](mailto:jessica.crawford@austin.utexas.edu))

Program Director: Dr. Amy Ware ([amy.ware@utexas.edu](mailto:amy.ware@utexas.edu))

Office of Scholarships and Financial Aid: [onestop@utexas.edu](mailto:onestop@utexas.edu)

## **HDO Tuition and Fees**

### **Standard Payment Schedule**

Deposit \$1,500\* (non-refundable)

Fall Tuition \$16,500 (due August 1)

Spring Tuition \$14,000 (due January 1)

Summer Tuition \$14,000 (due May 1)

2nd Fall Tuition \$14,000 (due August 1)

*Note: A distance-learning option is available for students unable to commute to Austin. There is a \$700 per semester surcharge for distance learners. While all classes remain entirely online, this fee will not be charged.*

Students utilizing financial aid or veteran benefits may not receive their tuition monies by the above deadlines. In those cases, HDO will work with the student to determine an alternate deadline.

*Payment Plans may be available.* Please contact the administrative manager to inquire.

# Payment Methods

## **Billing Process**

Each student is billed tuition upon admission and then semesterly following the above payment schedule. Once all students are billed, an email notification is sent to each individual student's primary email address via the cohort's respective listserv. Students may access this bill and pay via [What I Owe](#).

Upon receipt of the notification email, each student is responsible for notifying the HDO Administrative Manager regarding plans for payment including but not limited to personal funds, credit card, Financial Aid, Veteran's Benefits, or company sponsorship. This reminder will be included in the billing email.

## **Financial Aid**

HDO does not provide direct financial assistance to students. Information about financial aid for U.S. students is available through the Office of Student Financial Services (OSFS). This office has contact information for federal financial aid lenders, as well as information regarding the various resources available for graduate students to fund their studies. Questions about financial aid disbursements or funds received from the federal aid program should be directed to the [Office of Student Financial Services \(OSFS\)](#).

*Note:* HDO Staff cannot access your financial aid account status. You must contact OSFS directly for all financial aid-related questions.

## **How To Apply for and Pay Tuition with Financial Aid**

- Complete the [FAFSA](#).
- On [What I Owe](#), click "View Bill" and click **Pay with Financial Aid**.
- Because financial aid funds are not released immediately, your bill will state a balance due until the funds are released. This occurs on a rolling basis beginning approximately 10 business days prior to the first official university class date.
- If the financial aid does **not** fully cover your entire bill, the amount due will be reduced accordingly, and you will need to pay the balance due by the deadline.
- The university wants to help students complete the financial aid process so they can pay their tuition on time. If you have questions about financial aid, contact Texas One Stop at (512) 232-6988, [onestop@utexas.edu](mailto:onestop@utexas.edu), or AskBevo. *Be sure to mention you are in an Option III program*

## **Veteran's Benefits**

Eligible students may receive Veterans Administration benefits through the [Office of the Dean of Students](#) at The University of Texas at Austin.

Unfortunately, the Hinson-Hazlewood benefits are not available for students enrolled in the HDO Program. HDO is one of many programs on campus labeled "Option III." This type of program does not receive state funding and therefore is considered outside the scope of the Hazlewood. HDO does, however, honor the spirit of the Hazelwood Act by offering reduced program fees. Contact us for more information.

## **Employer Tuition Assistance**

For more on speaking to your employer about HDO, see the [FAQ page](#) on our website.

If a student's employer plans to pay for tuition, please contact HDO's Administrative Manager for further instruction.

## **Invoices & Receipts**

Please make your request for Invoice and/or receipts directly to the HDO Administrative Manager as these are generated in house.

## **"What I Owe"**

["What I Owe"](#) is one of the most important pages related to student university finances and reflects any outstanding balances that owed to The University of Texas at Austin. Under the total amount due are payment options for those paying out of pocket i.e. Credit Card, E-Check, & EFT. For applying your financial aid there is also a Navigation Menu on the left-hand side with links to available payment options.

## **Late Fees, Refunds and Bars**

### **Late Fees**

A fee of 2% of the total outstanding tuition will be assessed on the third business day following the payment deadline.\* A late fee email notification will be sent to the e-mail address on file with HDO. If payment is not received in full by the 4th HDO class day an additional 3% fee will automatically be assessed on the total outstanding tuition.

All late fees and tuition must be paid in full to register for classes.

*\* Late fees will be adjusted if funding is confirmed through the Financial Aid Services, or through the Office of Veteran Affairs.*

### **Refunds**

The following refund percentages are based on the specific semester's tuition. These refunds follow the [University's Tuition Adjustment's Schedule](#) while taking into account the fact that HDO's classes begin before the University's first official class date.

The \$1,500 deposit to hold an incoming student's space in the class is nonrefundable.

Refund Schedule\*:

Fourteen days before the first HDO class	100%
During the first five HDO classes (Intensive Week)	80%
During the first class weekend	50%
During the second class weekend	25%
After the second class weekend	0%

\* During HDO's 2nd Fall Semester, when students take HDO 695, the refund schedule follows the Office of the Registrar's [Fee Adjustments and Refunds Schedule](#).

### **Registration and Graduation Bars**

A bar is a code placed on the records of students who have not met financial or non-financial obligations to The University. A financial bar is a delinquent debt, such as non-payment of tuition, library books or parking tickets. A non-financial bar may be caused by failure to turn in health center forms or visa information (international students). A bar on your record will prevent you from registering, adding classes, graduating and obtaining transcripts. It is the responsibility of the student to make sure that all bars are cleared before each registration period begins. Plan to [check your bars](#) at this site prior to registration each semester:

<https://onestop.utexas.edu/registration-and-degree-planning/registering-for-classes/clearing-bars/>

A student may pay for their financial bar online on the “[What I Owe](#)” page using their UT EID and password.: [https://utdirect.utexas.edu/acct/rec/wio/wio\\_home.WBX](https://utdirect.utexas.edu/acct/rec/wio/wio_home.WBX)

## **Tax Information for Graduate Students**

Please visit the [IRS website](#) for information regarding taxes for graduate students. Changes were made to improve the tax situation for graduate students when the Taxpayer Relief Act of 1997 came into effect. Please contact a tax specialist about your personal income tax situations if you have questions.

The University releases **1098-T** information on behalf of each student each January. You may download your 1098-T for the previous year from [UT Direct](#) beginning in the first week of February.

HDO reports all tuition as invoiced each semester minus the mandatory fees (the “Less Third-Party Billing” amount reflected on your “My Tuition Bill” page) as tuition.

Any payments received on a student’s behalf through company sponsorship are reflected as scholarship funds.

International Students: The 1098-T is not automatically released for International Students because many are exempt from filing US income tax. If you are considered an international student and file US income tax, you must request to have your 1098-T information sent to you in [UT Direct](#).

For more information on Educational Tax Credits and Deductions visit the [UT Accounting and Financial Management website](#).