

# How to Read Your Fee Invoice

## Student Financial Responsibility Statement

Registration at UCF requires students to acknowledge the financial responsibility statement. The following is an excerpt:


- \*You are responsible for paying for any course for which you are enrolled in at the end of UCF's drop period.
- \*If your account becomes delinquent, you agree to reimburse UCF for the fees of any collection agency, which may be based on a percentage of the delinquent account balance.
- \*You agree to receive your IRS tax form 1098-T electronically.
- \*You agree to be contacted at any phone number associated with your account, including wireless numbers, as the law allows. This may include via automated calling methods and via text message.

**Fee Responsibility:** By registering for courses at UCF, I promise to pay the university the principal, and any late fees, fines or penalties, by the due dates stated on my student account and in applicable university catalogs and/or websites. I understand that withdrawal for each term begins after the drop deadline and that I remain fee liable for any class from which I withdraw. I understand that non-attendance does not constitute a drop or withdrawal. I also understand that notifying my professor, advisor, or other university representative does not constitute a drop or withdrawal. If I withdraw from courses with the intent of not returning to UCF, I must also drop courses for any future terms or I shall be fee liable and receive a grade.

**Payment of Fees:** If payment is made by check (electronic or paper) and the check is not honored by my bank, I agree that a returned check fee will be charged to my student account. If I expect financial aid to pay all or part of my financial obligations to UCF, I understand that it is my responsibility to meet all requirements for aid disbursement to my student account. I authorize UCF to use the financial aid to pay for all education costs charged to my student account in accordance with federal guidelines. I understand that it is my responsibility to ensure that all requirements of grantors, lenders, employers, and other third party payers are met on a timely basis. I understand that despite my expectations for payment from financial aid or other sources, I am ultimately responsible for all charges incurred. I understand that my financial aid may be adjusted due to my student eligibility and/or student status (e.g., part-time, full-time). In connection with any such adjustments, I agree to repay UCF any amounts that the university pays, on my behalf, to lenders or other financial aid providers and that such amounts constitute an educational loan from the university.

**Official Notification:** I understand that UCF sends electronic notifications (emails) to my official Knights email account to communicate important updates, and that I am responsible for taking action on correspondence sent to this address.

**Class Schedule:** Lists the classes you have enrolled in for the current term.



### Tuition and Fee Invoice

Student Account Services  
P.O. Box 160115, Orlando, FL 32816-0115  
Tel. No: (407) 823-3433, Fax No: (407) 823-6476  
Email: [stuacct@ucf.edu](mailto:stuacct@ucf.edu)

Printed: 8/27/2018 02:27 PM    Student ID: 0123456    Knight, Ima    Term: Fall 2018

**You are registered and financially responsible for the courses listed below. Full payment of all registered courses must be paid by the payment deadline.**

Class Schedule									
Class	Course	Instr. Mode	Session	Section	Description	Days	Time	Bldg/Rm	Hrs
82844	HSC 4500	WWW		0W61	EPIDEMIOLOGY		12:00 AM - 01:00 AM		3.0
83557	HSA 3111	WWW		0W62	U.S. HEALTH CARE SYSTEMS				3.0
84156	ZOO 3733C	Face2Face		0001	HUMAN ANATOMY	M W F	07:30 AM - 08:20 AM	CB2 0201	4.0
Notes exist for this class. Please refer to my.ucf.edu for more information.									
84303	ZOO 3733C	Face2Face		0029	HUMAN ANATOMY	F	05:30 PM - 08:20 PM	CB1 0313	
84462	MCB 2004C	Face2Face		0001	MICROBIO FOR HEALTH PROFESSION	T R	01:30 PM - 02:45 PM	CB2 0206	4.0
84475	MCB 2004C	Face2Face		0012	MICROBIO FOR HEALTH PROFESSION	F	09:30 AM - 11:20 AM	HPA20302	
<b>Total Hours</b>									<b>14.00</b>

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**Summer Class Schedule:** The summer term is divided into sessions.

Printed: 8/27/2018 02:34 PM Student ID: 0123456 Knight, Ima Term: Summer 2018  
 You are registered and financially responsible for the courses listed below. Full payment of all registered courses must be paid by the payment deadline.

Class Schedule									
Class	Course	Instr. Mode	Session	Section	Description	Days	Time	Bldg/Rm	Hrs
52635	HUN 3011	Face2Face	A	A001	HUMAN NUTRITION	M W	06:00 PM - 09:50 PM	HPA1 0125	3.0
52862	PCB 3703C	Face2Face	B	B001	HUMAN PHYSIOLOGY	M T W R	08:00 AM - 09:50 AM	VAB 0132	4.0
52870	PCB 3703C	Face2Face	C	co13	MICROBIO FOR HEALTH PROFESSION	M T W R	02:00 PM - 03:50 PM	HPA20205	4.0
60437	SYO 4400	WWW	D	DW58	MEDICAL SOCIOLOGY		12:00 AM - 12:00 AM		3.0
<b>Total Hours</b>									<b>14.00</b>

Designates which session the course is in. Refer to the Academic Calendar for session specific dates.

**Course:** Undergraduate level courses are 4000 or below; Graduate level courses are 5000 or above.

Printed: 8/27/2018 02:27 PM Student ID: 0123456 Knight, Ima Term: Fall 2018  
 You are registered and financially responsible for the courses listed below. Full payment of all registered courses must be paid by the payment deadline.

Class Schedule									
Class	Course	Instr. Mode	Session	Section	Description	Days	Time	Bldg/Rm	Hrs
82844	HSC 4500	WWW		0W61	EPIDEMIOLOGY		12:00 AM - 01:00 AM		3.0
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<b>Total Hours</b>									<b>14.00</b>

**Section:** There may be many sections for any given course. The second number or letter of the section number designates the course mode of instruction. You may see a W, R or a V.

All V, RV, and W courses are assessed a Distance Learning Course fee.

**Video Streaming (V):** Courses delivered over the Web via streaming digital video, which may be supplemented by additional Web activity, projects or exams.

**Video Streaming/Reduced Seat Time (RV):** Classroom-based content is available over the Web via streaming video and classroom attendance is not required. Other required activities that substitute for video instruction may include any of the following elements: Web activity, in-person or proctored examinations, and labs. See course notes for details.

**World Wide Web (W):** Courses conducted via Web-based instruction and collaboration. Some courses may require minimal campus attendance or in-person/proctored examinations.

**Zero Credit Hour Courses:** Students enrolled in zero hour courses are assessed one credit hour at the Florida Resident tuition rate at the course level for which the student is registered.

**Total Hours:** Tuition and Fees are assessed based on total enrolled hours.

# *How to Read Your Fee Invoice*

**Total Fee Assessment:** This is the total amount of your tuition for the current semester prior to any payments, waivers or financial aid to be disbursed.

**Payment Deadline\*:** The date tuition and fees are due is found on the invoice and on the Academic Calendar.

<b>Fee Assessment</b>				
Tuition & Fees	Session(s)	*Payment Deadline	Item Amount	Total
Tuition	Fall 2018	08/31/2018	\$2,256.66	
Tuition	Fall 2018	10/26/2018	\$882.26	
			<b>Total Fee Assessment</b>	<b>\$3,138.92</b>
<b>Payments, Waivers, Third Party &amp; Financial Aid</b>				
Credit	Posted Date	Item Amount	Total	
Enrollment Deposit Fall VSMC	06/26/2018	-\$200.00		
FL PP Differential Fee Exemptn	08/24/2018	-\$618.80		
			<b>Total Payments</b>	<b>-\$818.80</b>
			Estimated FL Pre-Paid	-\$1,637.86
			Estimated Bright Futures	
			Refund Total	_____
			Amount Due Prior to Estimated Aid	\$682.26
			Amount Due if paid by Credit Card >>>	\$695.90
			Estimated Financial Aid Deferment	\$0.00
<b>INFORMATION ON THIS FEE INVOICE IS SUBJECT TO CHANGE WITHOUT NOTICE</b>				

# How to Read Your Fee Invoice

**Payments, Waivers, Third Party, Aid:** This section shows any direct payments (checks by mail, e-check, and credit card); the non-refundable enrollment deposit is applied towards tuition and fees of your first term. Other sources of payments may include grants/departmental payments, tuition waivers, third party payments or aid disbursement.

This example shows the Enrollment Deposit and FL PP Differential Fee Exemption.

Fee Assessment				
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Tuition	Fall 2018	10/26/2018	\$882.26	
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				<b>Amount Due if paid by Credit Card &gt;&gt;&gt;</b>
				<b>\$695.90</b>
				<b>Estimated Financial Aid Deferment</b>
				<b>\$0.00</b>

Students with active and valid Florida Prepaid contracts purchased prior to July 1, 2007 may have the Differential Tuition Exemption

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**Payments:**

E-check payments are free and require no convenience fee. Credit Card Payments require an automatic 2% convenience fee which is non-refundable.

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**Total Payments:** This shows the amount of tuition that has been paid.

Fee Assessment				
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Estimated FL Pre-Paid				-\$1,637.86
Estimated Bright Futures				
Refund Total				
<b>Amount Due Prior to Estimated Aid</b>				<b>\$682.26</b>
Amount Due if paid by Credit Card >>>				\$695.90
Estimated Financial Aid Deferment				\$0.00

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### Third Party Billing/Payment:

If UCF is billing a Third Party to pay on your behalf, then your due date may change to a later date. Always review your fee invoice by the Wednesday before the due date.

**Amount Due Prior to Estimated Aid:** Any amount here is the remaining balance after direct payments, (mailed check, credit card, e-check), waivers, third party payments or aid disbursement. This is the total amount you are responsible to pay to the University and must be paid no later than the Tuition Payment Deadline.

# How to Read Your Fee Invoice

**Estimated Deferrals, Amount due, and Refunds:** Deferments are found **only** on the Fee Invoice. See clarification of each of the line items of the Fee Invoice.

Fee Assessment				
Tuition & Fees	Session(s)	Payment Deadline	Item Amount	Total
Tuition	Fall 2018	08/31/2018	\$2,256.66	
Tuition	Fall 2018	10/26/2018	\$882.26	
<b>Total Fee Assessment</b>				<b>\$3,138.92</b>
Payments, Waivers, Third Party & Financial Aid				
Credit	Posted Date	Item Amount	Total	
Enrollment Deposit Fall VSMC	06/26/2018	-\$200.00		
FL PP Differential Fee Exemptn	08/24/2018	-\$618.80		
<b>Total Payments</b>				<b>-\$818.80</b>
				<b>-\$1,637.86</b>
Estimated FL Pre-Paid Estimated Bright Futures Refund Total				
Amount Due Prior to Estimated Aid Amount Due if paid by Credit Card >>> Estimated Financial Aid Deferment				\$682.26 \$695.90 \$0.00
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**Estimated FL Pre-Paid:** Based on Plan Type and expected payment from [Florida Pre-Paid](#).

**Estimated Bright Futures:** This scholarship is subtracted from the Amount Due Prior to Estimated Aid.

\* These amounts may fluctuate with registration changes and will not finalize until after the close of the Add/Drop period.

**Estimated Financial Aid Deferment:** This will reflect the amount of any other combination of aid excluding Bright Futures that you may be expecting to receive. This amount may be based upon full time enrollment. Please review the [Financial Aid website](#) for deferment details.

**Amount Due Prior to Estimated Aid:** If the amount due is zero after the close of the Add/Drop period, no payment is due for tuition and fees.

**Note:** Always review your fee invoice both 24 hours after making any registration change and again by the Wednesday before the Due Date. This is to ensure that all charges have been adjusted, that all estimated amounts have been finalized and that the deferments are still in place.

**Total Refunds:** No financial aid refund will begin until after the close of the Add/Drop period. The amount listed is the cumulative amount of all refunds issued in the term. Once a refund is processed; view [How to check your refund](#) for further information.

## Frequently Asked Questions

### 1. How are Florida Prepaid and the Bright Futures Scholarship used for tuition and fees?

A. After the close of the Add/Drop period, take the Total Fee Assessment; deduct the estimated Florida Prepaid Amount and the estimated Bright Futures amount to determine if there is an excess amount to be received as refund. If there is still a balance to be paid, it will reflect on the Amount Due prior to Estimated Aid line item.

### 2. I see the Bright Futures Scholarship on the Fee Invoice but I do not see it when I view my account. Why do I see two different amounts owed?

A. The Bright Futures Scholarship is reflected on the Fee Invoice as a deferment and the amount due on the invoice is correct. It will not show on your account until the Office of Financial Assistance disburses the funds.

### 3. How can I use the excess funds to apply to my UCF housing charges?

A. After the close of the Add/Drop period, add the Estimated Florida Prepaid Amount and the estimated Bright Futures as well as the Estimated Financial Aid deferment amounts and deduct the Total Fee Assessment to determine the excess amount. The excess amount will be automatically applied to your UCF housing charges. You will need to view your account to determine if the excess will cover the UCF housing charges or what your balance will be to be paid by their due date.

### 4. If you have other questions, you can submit them via email from your Knight's email account to the following:

Direct any inquiries about your account to [studentaccounts@ucf.edu](mailto:studentaccounts@ucf.edu).

Please submit NF Waiver forms or inquiries to [saswaivers@ucf.edu](mailto:saswaivers@ucf.edu).

Please submit all Third Party Billing inquiries or Sponsorship letters or vouchers as a scanned attachment in an email to [tpbilling@ucf.edu](mailto:tpbilling@ucf.edu).

## Student Account Services – Resources

Direct Deposit for Refunds: <http://studentaccounts.ucf.edu/direct-deposit/>

Florida Pre-Paid: [http://www.studentaccounts.ucf.edu/FLA\\_Prepaid.cfm](http://www.studentaccounts.ucf.edu/FLA_Prepaid.cfm)

How to check your refund: <http://studentaccounts.ucf.edu/wp-content/uploads/sites/6/How-To-Check-Your-Refund.pdf>

Payment Methods: <http://studentaccounts.ucf.edu/payment-methods/>

Third Party Billing: <http://studentaccounts.ucf.edu/third-party-sponsorships/>

Tuition and Fee Rates: <http://studentaccounts.ucf.edu/tf-tuitionratescurrent/>

Waivers: <http://studentaccounts.ucf.edu/waivers/>

## Additional Resources

Academic Calendar: <https://calendar.ucf.edu/>

FERPA - Student Rights to Privacy: <http://registrar.ucf.edu/ferpa>

Financial Aid: <http://finaid.ucf.edu/>

Graduate Admissions: <http://www.admissions.graduate.ucf.edu/>

Housing and Residence: <http://www.housing.ucf.edu/>

Registrar's Office: <http://registrar.ucf.edu/>

Undergraduate Admissions: <http://admissions.ucf.edu/>

Veterans Academic Resource Center: <http://varc.sdes.ucf.edu/>