

# BURSAR INFORMATION

## ~FOR GRADUATE STUDENTS~



### Payment Information:

A new online system called QuikPAY is available for all students to view and print their bills and make payments online! Features include the ability to make online payments 24/7 via check or credit card (processing fees apply to credit card transactions), authorize third parties to view and pay bills, view and print current and past bills, be notified by e-mail when new bills are available, and confirm payment immediately. To access QuikPAY log on to your SPIRE account (<http://spire.umass.edu>) and navigate to Student Center → Finances → 'View/Pay Bill.'

Eligible GEO students can complete a payroll deduction authorization form and return it to the Bursar's office by the graduate payment due date. This allows the balance due to be deducted from your paychecks over 5 pay periods. The form will be available online one month prior to the graduate payment due date at [www.umass.edu/bursar](http://www.umass.edu/bursar).



### Excess Express:

Don't wait in line to pick up your refund check! Sign up for Excess Express and have your refund automatically deposited into the U.S. bank account of your choice. To enroll, log onto SPIRE and enter your banking information. Check our website at [www.umass.edu/bursar](http://www.umass.edu/bursar) for more details!

### Tuition and Fee Waivers:



Graduate students with qualifying graduate assistantships may receive tuition and curriculum fee waivers. Some waivers may not appear on the student bill until the middle of the semester. If you have signed an assistantship appointment, or have been assured by your department that you will be receiving an assistantship for the fall or spring semesters, then the likelihood is that the waivers associated with the assistantship will appear on your student account by the University bill due date. If you don't see a waiver on your bill or on SPIRE then you should check with your hiring department.



## Waiving Student Health Insurance:

All students who take five or more credits are automatically enrolled in the Student Health Insurance Plan (SHIP) unless they demonstrate comparable coverage by another health insurance plan and wish to waive SHIP. Visit <http://spire.umass.edu> for a link to the online waiver. If you did not waive the plan for fall 2008, you may not waive it for spring 2009. If you have any problems please contact Health Services at **413-577-5192**.

## GEO ELIGIBLE GRADUATE STUDENTS

Geo eligible Graduate students are entitled to a 95% reduction of their student health insurance costs for a single plan. To exercise this option you can call the Bursar's office at (413) 545-2368 or email us at [bursar@admin.umass.edu](mailto:bursar@admin.umass.edu). You can visit the Bursar's Office at 215 Whitmore Building, Monday through Friday between the hours of 9:00am-5:00pm. If you are a GEO eligible Graduate and want to use your outside coverage instead of the University plan, please follow the instructions outlined above.



**FERPA:** Per federal confidentiality laws, the Bursar's office is only allowed to release information to the student, even if the parent or another party pays for the bill. However, the student can indicate specific information to be released to designated people through SPIRE. Log on to SPIRE and navigate to "HOLD AND TO DO'S" and select the FERPA privacy waiver where you will be asked to name the person and information that you deem releasable.



## Bursar's Office:

Don't forget you have access to your bill at all times through SPIRE (<http://spire.umass.edu>). It is your responsibility to monitor your bill to ensure that all payments, waivers, and financial aid are credited accordingly. Also, please note all service indicators that might bar your registration in classes. Our teller office hours are 9am-4pm Mon-Fri in room 225 Whitmore Administration Building and our customer service hours are 9am-5pm Mon-Fri in room 215 Whitmore Administration Building. You can call the Bursars Office at 413-545-2368 or visit our bursar webpage at [www.umass.edu/bursar](http://www.umass.edu/bursar) where you can find the fee schedules, fee explanations, and more! Please feel free to contact us at [bursar@admin.umass.edu](mailto:bursar@admin.umass.edu) as well.

