Methods of Payment

Students are entitled to enter a class or laboratory only after payment of tuition, fees, and charges have been arranged using one of the alternatives discussed in this section. Once a payment option has been selected by the student at registration, no change in the payment plan will be allowed during the semester.

Full Payment

Under this option, the student makes full payment of all tuition, fees, and charges in advance of the beginning of the semester.

Tuition and Fees Short-term Loan

Under this option, the student applies for a short-term loan that accrues interest at the rate of 5 percent annually. The application is accessed online on ASAP (https://asap.utsa.edu) (Automated Student Access Program). If approved, the loan proceeds will be authorized and posted to the student's account. The loan is limited to the total amount of tuition and fees assessed less any available financial aid that is awarded to the student. Students that add semester credit hours after signing the promissory note must reapply for an additional loan for the new balance.

Installment Program

Under the installment option, the student pays 30% of the tuition, eligible fees, and charges in advance of the beginning of the semester and 35% before the start of the sixth and 11th class weeks. There is a service charge of $16 per semester for this payment option.

A late fee of $10 will be added to the student’s bill for each installment payment not made by the due date. A student who fails to make full payment before the end of the semester may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid.

Not all fees are eligible for payment in installments. The fees for parking, installment plans, orientation, health insurance, testing, and property deposits are not eligible for the installment payment program and must be paid in full when initially billed.

Housing and meal plan assessments are not eligible for this installment program, but may be paid monthly based on effective dates recorded for each individual assessment posted to a students’ account.

Installment payment plans are available during the Fall and Spring semesters only. If the student chooses to use the installment option, an electronic promissory note must be completed and the first installment payment made in RowdyPay before the registration process can be considered complete.

All financial aid will be applied to total tuition, fees, and charges before calculation of the payment plan. Prepayment in full of an installment or of total installments will be accepted any time after registration.

Refunds from the add/drop process will be prorated for remaining installments. Additional fees and charges incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.