



FREQUENTLY ASKED QUESTIONS

Answers to commonly asked questions about study abroad payments and waivers. Responses provided by the Business Office. For further clarification and additional questions, contact the Business Office at 956-326-2140.

GENERAL OVERVIEW

1. When are my study abroad-related charges (i.e. application fee, program cost, flight fee, etc.) due?

- a. Everything is due on the due date(s) provided to you by the Office of International Engagement.
- b. Dates are provided to you when you accept your application fee and acknowledge your contract. It is the student's responsibility to keep up with the study abroad contract due dates.

2. What happens if I do not pay my study abroad related charges (i.e. application fee, program cost, flight fee, etc.) by the due date?

- a. If you do NOT pay all your study abroad charges by the due date, you will have a hold on your account.
- b. The hold will prevent you from having access to your grades, registration and transcripts.

3. With this hold on my account, how will I be able to register for my study abroad courses?

- a. The only class you will be able to be registered for will be the Study Abroad class, because the BO (Bursar's Office) has given the Office of International Engagement (OIE) permission to register you for that one class. OIE will not be able to register you for your class should you have the following hold(s) on your account:
 - i. **Financial Responsibility Agreement (FRA)**- this hold is an auto generated hold that the student must clear themselves prior to registration. You may do so by logging on to U-Connect and selecting the area of "add/drop classes" you will get a pop up with the FRA, which you must acknowledge.
 - ii. **BO Hold/ TR Hold**- this hold would be on your account in reference to past due amounts that are not in reference to the study abroad program. If you owe the S.A. app fee, and it is past due, you will not be registered for your class.

4. Do I have to notify the Office of Financial Aid that I plan to study abroad?

- a. You must notify the Financial Aid Office in advance that you will be going to study abroad, so your financial Aid is done properly for the semester you plan to go



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abroad. If you do not submit the correct information to Financial Aid, and you do not have enough money to cover your charges, you will have a hold on your account.

5. When will my study abroad-related charges (i.e. application fee, program cost, flight fee, etc.) be added to my account?

- a. Reminder charges that are added in reference to the study abroad trip (application fee, program fee, airfare, insurance) **are charged in advanced** on your U-connect. They will not appear in the same semester that you will be traveling. The main charge you will see when you travel will be the cost of your class.
- b. Reminder OIE can make adjustments to SA fees throughout the semester.

REGISTRATION WAIVERS

1. Can the hold placed on my account for outstanding balances be waived?

- a. In order to have a registration waiver for the upcoming semesters, you must pay **half** of the total balance on your account up front out of pocket and have a signed promissory note. After your initial amount is paid up front, you will then be put on monthly Payments for the remainder of the balance.

TRANSCRIPT WAIVERS

1. Can the hold placed on my account for outstanding balances be waived?

- a. Under NO circumstance will a waiver be issued for transcripts.

PROMISSORY NOTES

1. What is a promissory note and who can get one?

- a. Promissory notes are given to students who owe a past due balance and would like a waiver for registration for upcoming semesters
- b. A promissory note is for **students who would like to pay their past due balance off in payments** and not be sent to collections.

2. What happens if I get a promissory note and I'm currently paying out of pocket?

- a. If you do have a promissory note and are paying out of pocket for future terms you will **not** be allowed to get any payment plans for future terms you are registered for. This would include no Installment Plans, Emergency Tuition or Book Loans.



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- b. However if you only owe program fees as per the University Bursar, she has approved during the long sessions (Fall & Spring) students may get installment plans. Again as long as you're promissory note payments are up to date. Reminder you will still be required to make your monthly past due payment along with your new tuition installment payment.
- 3. *Whom do I contact if I'm interested in a promissory note?***
 - a. You can contact Andria Hernandez, via email Andria.hernandez@tamiu.edu or call 956-326-2152.
- 4. *Where or how can I make payments?***
 - a. You can pay online at www.tamiu.edu/pay
 - b. You can pay by phone by calling the Bursar's office at 956-326-2140.
 - c. You can have someone come in and pay for you, as long as they know your ID number and the monthly payment amount.
- 5. *Can I set up a promissory note before my study abroad departure date?***
 - a. Yes, but remember, if you are on a promissory note and are set up on a monthly payment plan, even when you travel abroad you **are** required to make payments.
 - b. Even if you are abroad and miss a payment, **you will be sent to collections.**