

# OFFICE OF THE BURSAR

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The Bursar's Office is responsible for assessment and collection of tuition and fees, processing institutional deposits, remission of tuition, remitting fees and sales tax to the State, financial reporting, issuing 1098T tax forms, reconciliation of various revenue accounts and providing quality customer service to students, faculty and staff. The primary purpose of this office is to assess and collect tuition and fees from students and third-party sponsors. This includes providing and maintaining multiple installment payment plans, distributing financial aid and emergency loans, and processing student refunds. This office works closely with the offices of the Registrar and Student Financial Services to support the needs of the students.

The Bursar's Office is also responsible for distributing special compliance notifications to students, such as set aside funds from designated tuition to be used for local institutional aid assistance programs and how the student can apply for those funds.

The office is located in the UTHealth Houston University Center Tower (UCT) room 2240 at 7000 Fannin, Houston, Texas 77030. Office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. For questions regarding student accounts, tuition and fee payments, refunds, or installment plans, students may call 713-500-3088.

Bursar website: <https://www.uth.edu/bursars/>