



Navigating the Details – Financial Services

Financial Services Team Members

Financial Services

We are here to help students in the areas of:

- Billing and Collections
- Payment Services
- Tax Reporting

Campus Billing & Payment Services: 228 Aldrich Hall (second floor)

Financial Aid & Scholarships: 102 Aldrich Hall (first floor)

**Best method of contact is via telephone or email.*





ZOT Account Student Portal - <https://zotaccount.uci.edu/>

Online access 24 / 7 (except for maintenance)

UCI Division of Finance and Administration |  With U • For U

ZOT Account

Information students can view:

- Registration Fees
- Housing Charges
- Miscellaneous charges such as Lab, Tutoring, Student Health, etc.
- Financial Aid
- Waivers
- Payments and Credits
- Disbursements and Refunds

For any questions about the zot account, please email us at cbs@uci.edu

1. Past Due Charges – ****All past due charges must be paid in full to retain enrollment.****
2. Registration Fees due by the Fee Payment Deadline
3. **HOLDS** that prevent payments or registration
4. **FUTURE** Transactions show charge/credit items with a Future Due Date

**Account Balance
with a CR represents
funds owed to the
student when the
Quarter begins.**

Current Account Information: (08/17/20 - 09/15/20)

Student name: _____

FALL 2020 Registration Fees: Paid

ZOT Account Summary

Amount due this billing cycle:	\$0.00
By 09/15/20 or before, after all conditions are met	
Past Due Balance	\$0.00
Current Charges/Debits	\$0.00
Current Payments/Credits	\$3,175.34 CR
Future Charges/Debits	\$0.00
Future Payments/Credits	\$0.00
For questions contact Campus Billing Services: CBS@uci.edu , (949) UCI-BILL (824-2455)	
Account Balance	\$3,175.34 CR

Past Due Transactions (description)

Trans Date	Paid	Dept.	Description	Reference	Trans. Amount	Due Date	Unpaid
Total:							\$0.00

Current Transactions or Credits (description)

Trans Date	Paid or Applied	Dept.	Description	Reference	Trans. Amount	Due Date	Unpaid or Unapplied
08/16/20	08/16/20	FIN AID	FALL 2020 Q UC Irvine Grant	5306H03	\$8,314.00 CR		\$3,175.34 CR
Total:							\$3,175.34 CR

Future Transactions (description)

Trans Date	Paid or Applied	Dept.	Description	Reference	Trans. Amount	Due Date	Unpaid or Unapplied
Total:							\$0.00

Account Balance \$3,175.34 CR

Billing Schedule & Payment Deadlines

- Registration, campus-based fees & housing charges are billed quarterly.
 - *Generally, balances are due by the 15th of every month. If the 15th falls on a weekend or holiday, the balance will be due on the next business day.*
- Students receive notice via email when the new bill is ready in ZOT Account.
- **Best practice is to check ZOT Account at least once a month!**

TERM	BILLING DATE	PAYMENT DUE
Fall Quarter 2025	August 15	September 15
Winter Quarter 2026	November 15	December 15
Spring Quarter 2026	February 15	March 16

Disenrollment

- If tuition and fees are not paid in full by the fee payment deadline, the student will be disenrolled from their classes.
 - Financial aid will not be applied toward student charges unless the account balance is paid in full.
For example: If a student has \$5,000 in charges and is awarded \$4,000 in financial aid, the remaining \$1,000 must be paid by the published deadline to ensure continued enrollment.
- Classes may not be available when students are allowed access to enroll again.

Payment Options

BEST CHOICE - PAY ONLINE!

Go to ZOT Account and select “Make an Online Payment”.
For same day posting, pay online by 5:00 pm; especially on deadlines.

- E-Check (ACH) – No fee
- Debit/Credit Cards - ONLY accepted online – not in person. A 2.85% service fee will be added to each transaction by our service provider, Transact Payments.

More Payment Options

- In-person payments can be placed in the *drop-box* located outside of the Central Cashier's office at Aldrich Hall.
 - In-person payment methods: check, cashier's check, money order.
 - *Cash is no longer accepted*
 - Go to: fs.uci.edu for the hours of operation and details regarding UCI's cashless initiative
- U.S. Mail – Check, Cashier's Check or Money Order (No Cash)
 - Make checks payable to: **UC Regents**
- 529/College Savings Plans – Request funds from your college plan provider and remit to UCI well in advance of the payment deadline.
- PACE – A payment plan that allows you to spread the cost of your registration fees over the quarter in three monthly installments. Enroll through the zot account.

Third-Party Sponsorship Billing

UCI will bill approved government and third-party sponsors for tuition and fee-related charges. Qualifying sponsors include approved corporations, vocational rehabilitation offices and government agencies including Military Tuition Assistance, Veterans Affairs (VA) and embassies located in the U.S.

The student must complete and execute an online Third-Party Contract Agreement at least **30 days** prior to each quarter's published payment due date to ensure that UCI has an adequate time to approve and apply a conditional credit to the student's ZOT Account.



Contact: thirdpartybilling@uci.edu for more information or see:
fs.uci.edu/student-billing/third-party.php

Prepayments and Overpayments

UC Irvine does not accept prepayments for future terms or overpayments on student accounts. Please pay only the amount due on your student account.

- If a charge is not billed on your Zot Account, payment should not be sent to the University.
- The University will not accept and/or hold excess payments on the student's account that are intended for living or other personal expenses.
- Payments for living or other personal expenses must be sent directly to the student.

International Wire Transfers

- International students who wish to wire funds must pay using one of UCI's authorized service providers:
 - Flywire 
 - Convera Global Pay 
- Payment is made through the ZOT Account Online by selecting "International Payments."
- Payment must be only for the amount due and made at least 14 days before the payment deadline.
- Allow ample time for the payment to arrive to avoid disenrollment if the payment includes registration.

Educational Records and Privacy

- Students may grant online 'Guest Access' to their parents to:
 - View their student account balance
 - Make payments to the student account
- Additionally, a student may wish to allow their financial information to be discussed with another individual (ex: a parent or guardian). The student can email cbs@uci.edu (from their UCI email account) with their full name and Student ID #, indicating that they would like to give permission to said individual. CBS will send the necessary authorization form to the student via DocuSign for processing.

1098-T Reporting

- Students are required to provide to the Registrar's office:
 - Current Legal Name
 - Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
 - Current Address
- **Go GREEN!** Consent to receive 1098-T electronically can be found on the ZOT Portal.
- Check your UCI email regularly for important notifications.

Important Reminders!

- **CHECK YOUR BILL REGULARLY** and always before the 15th of every month.
- **PAY ONLY THE AMOUNT DUE.** Please do not send payment for charges that are not posted to the zot account.
- **PAY ONLINE** whenever possible.
- **KNOW WHEN REGISTRATION FEE PAYMENTS ARE DUE** to avoid disenrollment.
- **CHECK OUR WEBSITE** for more information: <https://fs.uci.edu>

Financial Services is here for you!

Read all about it on our website! <https://fs.uci.edu>

Campus Billing and Collections : email cbs@uci.edu

Payment Services: email cashiers@uci.edu

1098-T tax information: email tra@uci.edu

Third-Party Billing: email thirdpartybilling@uci.edu



Many Thanks - Welcome to UCI!