

## Student Responsibility

- Grant Access to Others: *Designate parents or others access to view and pay the student financial account.*
- Complete all Financial Aid steps for loans and scholarships. *Any questions, contact Financial Aid [finaid@tcu.edu](mailto:finaid@tcu.edu) 817-257-7858*
- Complete the Student Financial Agreement task
- Understand the Estimated Charges
- Become familiar with the Student Account portal: **Current Account Summary** (*most up to date information*)
- Enroll in Direct Deposit for refunds
- Watch for monthly reminders of Minimum payments due on the 1<sup>st</sup> of each month starting Aug. 1<sup>st</sup> (Fall) and Jan. 1<sup>st</sup> (Spring)
- Pay in Full or Payment Plan Option
  - Option 1** – Pay in Full
    - 20% paid by Aug. 1<sup>st</sup> (Fall) and Jan. 1<sup>st</sup> (Spring)
    - Balance paid by Sept. 1<sup>st</sup> (Fall) and Feb. 1<sup>st</sup> (Spring)
  - Option 2** – Payment Plan \$100 enrollment fee per semester
    - Automatically enrolled if balance is not paid in full by Sept 1<sup>st</sup> (Fall) and Feb 1<sup>st</sup> (Spring)
- Dewar Tuition Insurance: automatically enrolls students; **deadline to opt out is the 1<sup>st</sup> day of class each semester.** *Please see the link below to obtain information on the plan <https://finance.tcu.edu/accounting-financial-services/student-financial-services/index.php#accd23e112-dewar-tuition-refund-plan>*
- Student Health Insurance: Undergraduate students enrolled for 6 hours or more are automatically enrolled and **must submit a valid waiver annually** to opt out at <https://haylor.com/college/tcu/>  
  
*Please see the links for deadline dates and additional information. <https://healthcenter.tcu.edu/insurance/>*
- Payment Options: student portal, authorized user portal, online at tcu.edu, USPS, Tracking, in office-Cash (*exact change*) or check
- Payments from Third-Parties: email [thirdparty@tcu.edu](mailto:thirdparty@tcu.edu) with your name, TCU ID number, and agency information
- Frequently check the Tasks/holds on your account

## Parent Responsibility

- Granted Access email: *follow steps to log into Authorized User portal (Student must setup Authorized User access)*
- Remind Student to Complete all Financial Aid steps for loans and scholarships. *Any questions, contact Financial Aid [finaid@tcu.edu](mailto:finaid@tcu.edu) 817-257-7858*
- Obtain your Authorized User PIN in the Authorized User Access tile in your portal (*be ready to provide the student ID number and your PIN to obtain details on account*)
- Become familiar with the Student Account portal: **Current Account Summary** (*most up to date information*)
- Watch for monthly reminders of Minimum payments due on the 1<sup>st</sup> of each month starting Aug. 1<sup>st</sup> (Fall) and Jan. 1<sup>st</sup> (Spring)
- Pay in Full or Payment Plan Option
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- Dewar Tuition Insurance: automatically enrolls students; **deadline to opt out is the 1<sup>st</sup> day of class each semester.** *Please see the link below to obtain information on the plan <https://finance.tcu.edu/accounting-financial-services/student-financial-services/index.php#accd23e112-dewar-tuition-refund-plan>*
- Student Health Insurance: Undergraduate students enrolled for 9 hours or more are automatically enrolled and **must submit a valid waiver annually during Fall semester** to opt out at <https://haylor.com/college/tcu/>  
  
*Please see the links for deadline dates and additional information. <https://healthcenter.tcu.edu/insurance/>*
- Payment Options: student portal, authorized user portal, online at tcu.edu, USPS, Tracking, in office-Cash (*exact change*) or check
- Payments from Third-Parties: email [thirdparty@tcu.edu](mailto:thirdparty@tcu.edu) with your name, TCU ID number, and agency information