

## BURSAR OFFICE SERVICE STATEMENT

The Bursar's Office in the Division of Finance and Administration is responsible for the timely and accurate assessment and collection of all university tuition, fees, room and board, and other approved departmental charges. This process includes the management of all facets of Banner Accounts Receivables and TouchNet software including implementing and testing software upgrades, ensuring programming and rules have been correctly established, and coordinating processes and programs to create efficient interfaces between Banner modules and the university's financial and HR ERP (SAP). The office is also responsible for the timely and accurate application and disbursement of fee waivers, exemptions, third party billings, financial aid, and student refunds.

In addition, the Bursar's Office includes the Student Loan area and the Central Cashier function. Loans is responsible for Perkins and UT student loan awards, repayments, and reconciliations. The Central Cashier is responsible for posting and reconciling funds for all of the campuses and institutes for the university system.

The office is responsible for compliance and accurate and timely reporting related to non-resident aliens, 1098-T, and student loans, as well as, any other federal, state, and university required compliance and reporting related to all Bursar functions. Other functions include year-end close reporting and entries and reconciliations of Bursar IRIS funds related to student fee revenue, financial aid and loans, and accounts receivable.

BURSAR ORGANIZATION CHART

