

Bursar’s Office

Office of Financial Services

University of Massachusetts Medical School

55 Lake Ave. North

Worcester, MA 01655-0002

508 856-2248 (office) 508 856-2555 (fax)

6/30/2020

Dear 1st year students:

The Bursar’s Office would like to welcome you to the UMass Medical School!

In Student Financials area, the Bursar’s Office is primarily responsible for the following activities:

* Administering student health insurance enrollment/waiver program and collecting premium payments, which includes the annual enroll/waiver process during open enrollment period and the petition-to-add process throughout the year.
* Calculating and billing students for tuition and fees and collecting payments from students and other paying entities.
* Posting to student accounts loans and scholarships that are disbursed by the Student Financial Aid Office and issuing excess (refunds) to students.
* Processing and issuing annual 1098-T Tuition Statements to students and the IRS.

**We strongly request that all students go through rest of this website to find further details about these activities, what are required from students, and timely posted announcements, now and at any time throughout your study at UMMS.**

During this matriculation/orientation period, as a new student, you are required by the Bursar’s Office to complete these items ASAP:

* **Set up Direct Deposit** (located on the Matriculation tile of PSCS student self service portal)
* **Acknowledge UMMS Refund Policy** ((located on the Matriculation tile of PSCS student self service portal)
* **Acknowledge the Title IV form** (located on the Matriculation tile of PSCS student self service portal)
* **Complete AY2020-21 student health insurance enroll/waiver process before the start of fall 2020** (Please see the 2nd Announcement on this website, titled “**AY2020-21 Student Health Insurance – Important and Action Needed”**)

Below is contact information of the Bursar’s Office:

* Location: Main Medical School Building, S1-802
* Hours: Monday - Friday, 8:30 am - 4:00 pm

(Currently, on-site days/hours each week is posted on our website and on our office doors)

* Personnel: Cathy Stolarczyk, Assistant Bursar (508-856-6612, [cathy.stolarczyl@umassmed.edu](mailto:cathy.stolarczyl@umassmed.edu) )

Yi Chen, Bursar (508-856-6641, [Yi.chen@umassmed.edu](mailto:Yi.chen@umassmed.edu) )