Bursar’s Office

Office of Financial Services

UMass Chan Medical School

55 Lake Ave. North

Worcester, MA 01655-0002

6/10/2022

Dear 1st year students,

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

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

* Administering student health insurance enrollment/waiver program and collecting premium payments, which includes the annual enroll/waiver process during open enrollment period and 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 the rest of this website for details about these activities, what are required from students, and the announcements that are posted throughout your study at UMass Chan.**

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 AY2022-23 student health insurance enroll/waiver process before 8/15/2022** (Please also see 2nd Announcement in this area, titled “**AY2022-23 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
* Personnel: Yi Chen, Bursar (508-856-6641, [Yi.chen@umassmed.edu](mailto:Yi.chen@umassmed.edu) )

Kathy Dion, Assistant Bursar (508-856-5349, Kathy.dion@umassmed.edu)