

PAY TUITION

<http://uaonline.alaska.edu>

!! PAYMENT DEADLINE !!

UAONLINE Payment ends on January 26, 2010, at 5:00pm

If you register:	You must pay, drop, or enroll in a payment plan on or before:	Results of failure to pay
November 9 – January 26	January 26	\$125 late payment fee assessed on January 27
January 27 or later (late-starting courses)	Day of registration	\$175 late payment fee assessed on March 30; past due accounts sent to a collection agency and/or PFD garnished

There will be no University-initiated drop for non-payment.

Students must drop their courses during the 100% refund period to avoid the obligation to pay. Students will be responsible for tuition and fees for courses they do not drop in the 100% refund period. Unpaid tuition and fees will be referred to a collection agency and/or collected via garnishment of State of Alaska Permanent Fund Dividends.

Payment plans are available. See Tuition Management Services (TMS) below.

-Electronic Billing-

An electronic bill will be generated for you on the 15th of each month and made available via UAOnline. An email reminder will be sent to your UA assigned email address each time the bill is generated; a paper bill will not be mailed. A link on the UAOnline Statement and Payment History page will take you to the page where you can pay with a credit card or electronic check. To view your electronic bill, go to UAOnline and choose Student from the main menu, then Student Account, then Statement and Payment History.

-General Payment Information-

Payment is due by the published payment deadline even if a bill is not received.

All methods of payment must be received by the payment deadline, including faxes and drop box payments. Students with new registrations or changes may access UAOnline to get their account balance; or they may call a Registration Cashier at (907) 786-1440 option #2 to find out the amount owed.

Agency-sponsored students are responsible for ensuring that the necessary authorization forms have been submitted to the UAA accounting office by the payment deadline. Receipts for payments received in the mail or by fax will be mailed out within a week of receiving payment.

-Payment Options-

Accounts may be paid by submitting a personal check, Visa or MasterCard, Wolfcard, an agency-sponsored authorization form, or cash to the Accounting Office at the University Center, 3901 Old Seward Highway.

- **Pay/view your account at UAOnline** using Visa, MasterCard, or check at <http://uaonline.alaska.edu>. If you have payment questions or problems, call (907) 786-1440 #2.
- **Mail** your check or credit card authorization to: UAA Accounting Services
P.O. Box 141609
Anchorage, AK 99514-1609

Personal checks must be preprinted with current name, address, and phone number. Out of state checks will require funds verification prior to processing. A \$30 return check fee is charged on checks returned for insufficient funds, closed accounts, or stop payment actions. Mailed payments must be postmarked at least four days prior to the published payment deadline. Additional information may be found at the Accounting Services website, at www.uaa.alaska.edu/ar.

- **Pay in person** at the Accounting Cashier window in the University Center. The window is open Monday - Tuesday, 9:00am - 5:00pm; Wednesday 10:00am - 5:00pm; Thursday - Friday, 9:00am - 5:00pm.
- **Fax** if unable to process payment on UAOnline. Fax your credit card authorization to (907) 786-6060 using the Tuition Payment Form found in this class schedule. Keep your confirmation form which shows the date/time of transmission.
- **Drop off** your check or credit card authorization with a Tuition Payment Form in the drop box at the University Center. Do not leave cash in the drop box. Drop box payments must be received on or prior to the published payment deadline.

-Financial Obligations-

If you register for courses, the University holds you financially responsible for that registration. There will **NOT** be a University-initiated drop for non-payment action. If you do not plan to attend, you must drop your courses within the 100% refund period to avoid assessment of tuition and fees. Please be aware of the separate refund policy that applies to non-credit courses.

-Failure to Meet Financial Obligations-

University policy requires a financial hold be placed on your record if you fail to meet your financial obligations. This hold will prevent any enrollment, transcript, or graduation activity.

Past due accounts will be sent to a collection agency. Interest, late fees, and/or collection costs will be added to the student's account. The past due debt may be reported to a local credit bureau. The University is authorized to garnish State of Alaska PFDs for payment of past due accounts.

-Tuition Waivers-

Students and employees with tuition waivers must submit completed waiver forms by **January 26** and pay any additional fees by the applicable payment deadline.

-Tuition Management Systems (TMS) Interest-Free Monthly Payment Option-

The University of Alaska Anchorage offers the TMS Interest-Free Monthly Payment Option as a way to spread your education expenses over time instead of one large semester payment. For more information or to enroll, call 1-800-722-4867 and speak with an education payment counselor, or go to www.afford.com/UAA.

Semester plans available through TMS online:

<u>Semester Plans</u>	<u>Semesters</u>	<u>Payment Due Dates</u>	<u>Enrollment Fee</u>
Five month	Spring only	December 10 - April 10	\$47.00
Four month	Spring only	January 10 – April 10	\$47.00

Semester plans available through on-campus enrollment only*:

<u>Semester Plan</u>	<u>Semester</u>	<u>Payment Due Dates</u>	<u>Enrollment Fee</u>
Three month	Spring only	February 10 - April 10	\$47.00

If you enroll in a plan after the first payment due date, you must remit the enrollment fee plus all payments due up to that time. **To be considered fully enrolled in a payment plan, the enrollment fee and all payments due by the payment deadline must be received by TMS by January 19, 2010, by 5:00 pm.**

The payment deadline is January 26, 5:00 pm.

If your account is not fully paid by the payment deadline, you will be charged UAA late fees.

www.afford.com/UAA

TMS: 1-800-722-4867

***On-Campus Enrollment available at UAA Accounting Services, University Center, Room 104**

Monday - Tuesday, 9:00am - 5:00pm; Wednesday 10:00am - 5:00pm; Thursday - Friday, 9:00am - 5:00pm.

TMS Payment Planner:

$$\begin{array}{ccccccc}
 [\$ \underline{\hspace{2cm}} & - & (\$ \underline{\hspace{2cm}}) &] \text{ divided by } & \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\
 \text{Estimated cost of tuition} & & \text{Estimated financial aid} & & \text{\# of monthly payments} & & \text{Your monthly payment}
 \end{array}$$

-Refund Policy for Tuition and Fees-

<http://uaonline.alaska.edu>

Students are responsible for thoroughly reading the class schedule and being aware of the published refund deadlines for their particular courses.

If you need to drop a course, you may:

1. Drop using UAOnline during the published periods.
2. Process an Add/Drop Form during the published Add/Drop period.

If you do not officially drop your courses, you may receive a failing grade and you will be financially obligated for the courses.

The official date used to determine a refund is the date the Add/Drop Form or other written notification is received in the Registration Office. Refunds are not based on the date of student's last class attendance. Refund processing is automatic for students who officially drop courses before published refund deadlines.

-Refund Schedule-

Semester-length Courses (Full Session) (Published Dates January 11 – May 1)

Through –January 19	100% Tuition & Fees
January 20 – 26	50% Tuition

First 8-week Session Courses (Published dates January 4 – March 1)

Through January 6	100% Tuition & Fees
January 7 - 11	50% Tuition Only

Second 8-week Session Courses (Published dates March 2 – April 29)

Through March 4	100% Tuition & Fees
March 5-9	50% Tuition Only

Refund processing begins **January 27**, and takes six weeks. If students have paid by credit card, the card will be credited. If students have paid by cash or check, a refund check will be mailed to the student's address of record. Refunds will not be issued for amounts less than \$5.

FOR CANCELLED COURSES

If a course is cancelled, another course of equal credit and level may be added at no additional tuition cost. Students must pay any additional fees. If a replacement course is not added, the Accounting Office will automatically process a refund.

FOR EXPEDITION, FIELD, OR TRAVEL COURSES

Five or more consecutive field days: 100% refund (excluding any non refundable deposits) if students drop at least 45 calendar days before the course begins. No refund after this time unless a replacement student is found.

FOR STUDENTS WITH FINANCIAL AID

Refunds are applied first to the programs from which you receive assistance, up to the amount you were awarded. Any funds remaining after the aid programs are reimbursed will be returned to you.

FOR REFUND REPLACEMENT CHECKS

In the event a replacement check is needed, there will be a \$18.50 fee charged for all checks reissued due to a stop pay request by the student.

FOR SHORT COURSES OR WORKSHOPS

Refunds for short sessions are prorated and individually determined by the Accounting Office.

FOR WITHDRAWN COURSES

No tuition and fee refund or exchange will be allowed if students withdraw after the drop deadline.