

PAY TUITION

<http://uaonline.alaska.edu>

!! PAYMENT DEADLINE !!

UAONLINE Payment ends on January 27, 2012, 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 11 – January 27	January 27	\$125 late payment fee assessed on January 31
January 28 or later (late-starting courses)	Day of registration	\$175 late payment fee assessed on March 27; 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 27** 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	January 1- May 1	\$47.00
Four month	Spring only	February 1 – May 1	\$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	March 1 - May 1	\$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 27, 2012, by 5:00 pm.**

The payment deadline is January 27, 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:

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

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.