

# PAY TUITION

<http://uaonline.alaska.edu>

## **!! PAYMENT DEADLINE !!**

**UAONLINE Payment ends on September 8, 2009, at 5:00pm**

If you register:	You must pay, drop, or enroll in a payment plan on or before:	Results of failure to pay
April 6 – September 8	September 8, 5:00pm	\$125 late payment fee assessed on September 9
September 9 or later (late-starting courses)	Day of registration	Additional \$175 late payment fee assessed on November 3; 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](http://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 **September 8** and pay any additional fees by the applicable payment deadline. Senior Citizen Tuition Waivers are valid on a "Space Available" basis only, when courses can accommodate seniors in addition to regularly enrolled students. This means seniors must register starting **August 24, 2009**, when instruction begins for the semester.

**-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](http://www.afford.com/UAA).

**Last day to enroll with TMS for Fall payments plans is September 1, 2009**

Payment plans available through TMS online:

<u>Annual Plans</u>	<u>Semesters</u>	<u>Payment Due Dates</u>	<u>Enrollment Fee</u>
12 month	Fall, Spring	May 10, 2009 – April 10, 2010	\$65.00
11 month	Fall, Spring	June 10, 2009 – April 10, 2010	\$65.00
10 month	Fall, Spring	July 10, 2009– April 10, 2010	\$65.00
<u>Semester Plans</u>	<u>Semesters</u>	<u>Payment Due Dates</u>	<u>Enrollment Fee</u>
Three month	Fall only	July 10, 2009 – November 10, 2009	\$47.00
Four month	Fall only	August 10, 2009 – November 10, 2009	\$47.00
*	Fall Only	*	\$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.**

**The payment deadline is September 8, 5:00pm.**

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

[www.afford.com/UAA](http://www.afford.com/UAA)

**TMS: 1-800-722-4867**

**\*Contact UAA Accounting Services, University Center, Room 104 for other payment plan options**

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 August 24 – December 13)

Through August 28	100% Tuition & Fees
August 31 – September 4	50% Tuition

### First 8 week Session Courses (Published dates August 17 – October 12)

Through August 19	100% Tuition & Fees
August 20 – August 24	50% Tuition Only

### Second 8-week Session Courses (Published dates October 13 – December 13)

Through October 15	100% Tuition & Fees
October 16 - October 20	50% Tuition Only

Refund processing begins **September 24**, 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 beginning on **September 4**.

### 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 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.