

INSTRUCTIONS FOR ELECTRONICALLY SUBMITTING A UAA TA VOUCHER

These instructions are only for processing TA being used at UAA Main Campus.

If you are attending classes offered via UAS, UAF you will need to contact them for instructions for processing TA. Please see page 2 for contact info for KPC, Kodiak and Mat-Su.

Once your TA application is submitted and approved, you will also be required to submit your approved TA voucher electronically (i.e. through email) to UAA using the following steps:

1. Once your TA is approved, go to the AF Virtual Education Center and click on "My Enrollments." Click on the printer icon next to the course you are receiving TA for to pull up the approved TA voucher. A dialog box will appear asking if you want to "Open," "Save," or "Cancel." Choose the "Save" option and save it to your computer (e.g. Desktop, My Documents, etc.).
2. **Create an e-mail to uaa_militaryprograms@alaska.edu (uaa_militaryprograms@alaska.edu) with the subject line "TA For your name and Rank)." In the content area type: "Attached is TA for (Insert your name and rank)." Also, include your UA student ID#, duty number and alternate contact number (i.e. home or cell).**
3. Attach the copy of the TA voucher that you saved earlier.
4. When sending the file, create a "Read Receipt" to ensure your message is received and read. Once the TA has been posted to your account we will reply to you letting you know. At that point please review your UAOnline account to verify accuracy.
5. If your TA was done incorrectly, a UAA representative will e-mail you and provide you with the correct information. You must then notify the Base Education Office and advise them of what corrections are needed. Once approved, resubmit it to UAA using the same procedures outlined above (NOTE: anytime you resubmit a corrected or amended TA to UAA, include the phrase "Changed TA" in the subject line and message body).

Other UAA campuses

(MAT-SU) is Elizabeth Childs and her # and email is 1-907-746-9337 elchilds@matsu.alaska.edu

(KODIAK) is Peggy Wolf and her # and email is 1-907-486-1217 prauwolf@kodiak.alaska.edu

(KPC) email submission is kpc.acctsrec@alaska.edu and the POC is Rob Knapp and his # and email are 907-262-0303 or rvknapp@alaska.edu

Payment Process

All tuition, fees and other charges for the semester must be paid by the payment deadline or, if registering after the payment deadline, at the time of registration. Find payment and late fee assessment deadlines on the Dates and Deadlines calendar at www.uaa.alaska.edu/records/calendar.

There is no university-initiated drop for non-payment.

To view your electronic bill, log in to [UAOnline](#) and choose Student Services and Account Information, then Student Account, then Statement and Payment History. An electronic bill will be generated on the 15th of each month and made available via UAOnline. An e-mail reminder will be sent to your UAA-assigned e-mail address each time the bill is generated.

Please note: A paper bill will not be mailed.

Tuition and fee charges may be audited, corrected and adjusted before the end of the current semester. Students are notified of adjustments by mail. The university reserves the right to change its tuition or fees at any time.

Consequences of Nonpayment

Students are held financially responsible for all courses for which they register. University policy requires a financial hold be placed on the accounts of students who fail to meet their financial obligations. The hold will prevent any registration, transcript or graduation activity.

Refund Policies

Refund processing is automatic for students who officially drop courses by the semester deadlines, which can be found on the Dates and Deadlines calendar at www.uaa.alaska.edu/records/calendar.

Students are responsible for reading the academic calendar and being aware of the published refund deadlines for their particular classes. The date of official drop activity determines eligibility for a refund.

If there is a refund due to the student and tuition was paid by credit card, the credit card account will be credited. If tuition was 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 of less than \$5.

Canceled classes: If UAA cancels a class, a 100 percent refund of tuition and fees is automatically processed.

Drop/Withdrawal::Full-semester length classes: A 100 percent refund of tuition and fees is automatically processed when official drop activity is completed before the published add/drop deadline. No refund is issued for a withdrawals.

Classes with irregular start or end dates: The 100 percent refund period ends at 5 p.m. five business days after the published class start day.