Billing and Payment Procedures

Acceptable Forms of Payment
Payment can be made in cash, by check or money order, or can be charged to a VISA, MasterCard, American Express, or Discover charge card. Sponsoring agencies, faculty/staff or University tuition assistance supported by written documentation, or anticipated financial aid verified by the Office of Student Financial Services are also valid payment forms. Awards may be applied directly to a student’s account for charges incurred.

Billing and Payment Procedure
Tuition and fees should be paid in full by the first official day of the semester. Payments may be charged to VISA, MasterCard, American Express, or Discover by paying on the Web or calling 256.824.2732. Students who do not pay bills in full by the first day of classes are assessed a $50.00 late fee. Students who do not pay bills in full by the end of the second week of classes for fall and spring semesters may be dropped from class rolls and enrollment will be canceled. The University assumes no responsibility for students who attend classes without official enrollment. For summer sessions, please check dates in the Schedule of Classes and on the UAH Website. Send payments to:

The University of Alabama in Huntsville
Cashier’s Office
Conference Training Center Room 213
Huntsville, AL 35899-5050

Installment Plan
UAH is moving to an outside agency beginning Fall 2015. Information should be available at bursar.uah.edu July 15, 2015.

Balances
Past due balances are a debt owed the State of Alabama and appropriate action will be taken to collect all balances. Holds will be placed on all student accounts that have past due balances. This hold will prevent them from receiving grades, transcripts, or registering for another semester at UAH. To the extent permitted by the laws of the State of Alabama, any costs to collect a past due account, to include collection agency charges and attorney fees, will be charged back to the student who shall be liable for payment of those charges.

Refunds
Students may drop a class through the second week of classes (fall and spring) and receive a 100% tuition refund. Please check UAH website for summer dates. A student desiring to drop one or more classes may do so on the UAH online registration site or they may complete a drop request form at Charger Central, Conference Training Center Room 118. The date of the drop request is the date the written request is received at the Office of Student Records or the date it is entered online.