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

Installment plans are available to students each semester for the management of that semester’s costs. UAH partners with Tuition Management Systems (TMS) to offer student installment plan accounts. A student may set up their own plan or give access to others so they may establish a plan on the student's behalf. Two plans are available - 4 part or 5 part. There is a $50.00 fee for each plan and the fee is due at the time the plan is set up. Once a plan is established, all payments are to be made through TMS. Should you need to adjust your plan, contact TMS at 800-336-0528 and they will be glad to help. To set up an installment plan please visit http://www.uah.edu/bursar/installment-plans

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.