

# Billing and Payment Procedure

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Tuition, fees and all associated charges are to be paid in full by the first official day of the semester (click here (<http://catalog.uah.edu/general-information/academic-calendars>) to find first official day of semester). Acceptable forms of payment are:

- Cash
- Personal Checks
- Money Orders
- Cashier's Checks
- Traveler's Checks
- Electronic Checks
- Credit Cards/Debit Cards (VISA, MasterCard, American Express, or Discover - 2.75% service fee applies)

Payments may be made online through the student account, in person at the Bursar's Office (SSB 123), or by phone at 256.824.2732. Students who do not pay their bill in full by the first day of the semester are assessed a \$50.00 late fee. Students who do not pay their bill in full by the end of the second week of classes may be dropped from class rolls and their enrollment canceled. The University assumes no responsibility for students who attend classes without official enrollment. For summer sessions, please check dates in the Academic Calendar (<http://catalog.uah.edu/general-information/academic-calendars>) and on the UAH website (<http://www.uah.edu/registrar/calendars>).

Mail payments to:

The University of Alabama in Huntsville  
Bursar's Office  
Student Services Building, Room 123  
Huntsville, AL 35899-5050

## Installment Plans

Installment plans are available to students fall and spring semesters 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 a plan or give access to others so they may establish a plan on the student's behalf. Two plans are available - a 4 payment plan or a 5 payment plan. There is a \$50.00 fee to establish a plan and the fee is due at the time the plan is initiated. Once a plan is established, all payments are to be made to TMS. Should you need to adjust your plan, contact TMS at 800-336-0528. For more information, or to set up an installment plan, click here (<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 prevents students from receiving grades and transcripts and from 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.

## Other Charges

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Credit by examination or validation	\$10.00/semester hour
Replacement of I.D. card	\$25.00
Transcript	\$4.00
Graduation Application fee (non refundable)	\$50.00
Duplicate Diploma	\$40.00
Vehicle registration	\$120.00
Summer only vehicle registration	\$40.00

### College of Nursing

Nursing Badge	\$5.00
Liability Insurance (per year)	variable
College of Nursing Pin (graduation)	\$50.00-\$150.00
Annual health examinations	variable

## **Refunds**

Students may drop a class through the second week of classes (fall and spring) and receive a 100% tuition refund. Please check the UAH website (<http://www.uah.edu/registrar/calendars>) for summer dates. A student desiring to drop one or more classes may do so on the UAH online registration site or by submitting a drop request form to the Records and Registration Office, SSB 120. The date of the drop request is the date the written request is received at the Records and Registration Office.