WHAT ARE THE FUNCTIONS OF THE BUSINESS OFFICE?

- Billing
- Payment Plans
- Liaison for AL Rehabilitation, GI Dependent, Army TA, PACT, External Scholarships
- Residual Refund Checks
- Meal Plans
- Process miscellaneous payments such as housing deposits, apartment rental, transcripts, etc.
BILLING/STUDENT ACCOUNT STATEMENTS
HOW WILL I RECEIVE BILLING STATEMENTS?

- Electronic Bills (e-bills) are the official means of providing student account statements
- When a new bill is available, an e-mail notification is sent electronically to the student’s UNA Portal e-mail account
- If the student has assigned authorized users, they will also receive a notification that a new bill is available
WHAT ARE AUTHORIZED USERS?

- Authorized users can view the student’s account, schedule and make payments
- Once an authorized user is set up, they will receive an e-mail notification with their user ID and password
- UNA cannot establish an authorized user for the student
- There can be multiple authorized users
HOW DO AUTHORIZED USERS ACCESS E-BILLING?

- Go to the UNA home page and select Tuition Payment and Make a Payment Now
- Or go to the UNA home page and select UNA Portal and scroll down until you see Authorized User Login
- You will need your login ID and password
WHEN WILL THE ELECTRONIC BILL (E–BILL) BE AVAILABLE?

- The E–bill will be available on or before July 15
- Notifications will be sent to the student’s e–mail address and any Authorized Users established by the student on or before July 15
PAYMENT DUE DATE
WHEN IS THE PAYMENT DUE FOR FALL?

- The payment deadline is August 9
- If the student has been awarded financial aid or any other type of aid and there is a balance remaining, that balance must be paid by August 9
WHAT HAPPENS IF THE PAYMENT IS NOT RECEIVED BY AUGUST 9?

- For students that have a balance after August 9 that is not being covered by awarded financial aid or other means, their schedules will be DELETED, and they will be required to re-register during regular registration.

- The exception to this is students that are enrolled in TMS (Tuition Management Systems) and their payments are current.
PAYMENT PLANS
DOES UNA OFFER A PAYMENT PLAN?

- UNA does offer an interest free monthly payment plan

- The payment plan is contracted through a third party company – Tuition Management Systems (TMS)
HOW DOES THE PAYMENT PLAN WORK?

- There is a $60 per year enrollment fee – no interest
- The plan covers the Fall and Spring semesters
- There are a total of 10 payments
- Payments are divided 5 payments per semester
- Fall payments are July – November
- Spring payments are December – April
- Payments are due on the 10th of each month
  - Payments are to be made directly to TMS
WHAT TYPES OF CHARGES CAN BE PUT ON THE PAYMENT PLAN AND IS THERE A MAXIMUM OR MINIMUM AMOUNT?

- Tuition, fees, room and board can be set up on the payment plan – Books cannot be added.
- There is no minimum or maximum budget amount.
- Budgets may be adjusted at anytime.
HOW DO I ENROLL IN THE PAYMENT PLAN?

- Contact TMS at www.afford.com/una or call 1-800-722-4867
- TMS will need to know an estimate of how many hours your student will be enrolled
- Will financial aid or scholarships be subtracted from the budget amount
- Is the student considered an in-state or out-of-state student
- Pay the $60 enrollment fee
HOW CAN I ENSURE THAT THE BUDGET IS CORRECT?

- TMS can only estimate what the tuition and fees will be based on the information that they receive from the student.
- Once statements are available for the Fall 2013 term, you will need to compare your budget with your balance and increase or decrease the budget with TMS.
- Your last payment that is made for the term must pay in full any remaining account balance.
IS THERE A DEADLINE FOR ENROLLING IN THE PAYMENT PLAN?

- The first payment is due July 10
- Participants need to be enrolled by July 1
EXTERNAL SCHOLARSHIPS, PACT, GI DEPENDENT
WHAT IF MY STUDENT IS RECEIVING AN EXTERNAL SCHOLARSHIP?

- External scholarships should be sent to the Business Office
- In order for the scholarship to be applied prior to the payment due date of August 9, scholarships need to be received by August 5
WHAT IF MY STUDENT HAS PACT?

- The student’s name and SSN are required to verify PACT
- This information must be submitted to the Business Office
- You can call (256) 765–4441 with that information or bring the information to the Business Office table at SOAR
- PACT will not pay for all fees. Any amount not covered will be due on August 9, 2013
WHAT IF MY STUDENT HAS THE GI DEPENDENT BENEFIT?

- The State Department of Veterans Affairs will send UNA a certificate of eligibility.
- They will also send a certificate to the student.
- GI Dependent benefits will not cover all fees. Fees not covered by GI Dependent will be due on August 9, 2013.
WHAT ARE THE FIVE MOST IMPORTANT THINGS TO REMEMBER?

- Have your student enroll you as an authorized user
- Remember that the payment due date for the Fall term is AUGUST 9
- If your student is receiving Financial Aid, be sure the student completes all necessary steps to ensure that aid is paid to the student’s account
- If financial aid and/or a payment plan is needed, start the process ASAP
- The student is ultimately responsible to be aware of due dates, drop dates, etc.
HOW DO I CONTACT THE BUSINESS OFFICE?

- Web:  www.una.edu/bursar
- By Phone:  1–800–TALK–UNA or 256–765–4442
- By E-mail:  student_accounts@una.edu
- In Person:  The cashier’s window is located in the basement of Bibb Graves Hall
QUESTIONS???