Payment Confirmation Policies and Deadlines

Making payment for tuition, college/course fees, dorm room, Dining Dollars, meal plan and parking decal charges is a part of the registration process known as “confirming your schedule.” Payment or payment plan participation is required before each semester’s registration is complete (confirmed). All prior semester charges must be paid before the student’s enrollment will be confirmed for a subsequent semester.

Students will be notified via myBama email when to access their student account through myBama to see each billing period’s activity. No paper bills will be mailed. Payment/confirmation deadlines will be included in the email. These notices will occur in late July for the fall semester, late November for the spring semester and late April for the summer term.

For current billing dates and payment/confirmation dates, see Registration & Monthly Bill Schedule under studentreceivables.ua.edu.

Schedule Payment/Confirmation

The student may confirm his or her schedule online when paying the specified payment in full or the deferment plan amount after selecting "Confirm/Pay" on the Account Summary By Term. The Office of Student Receivables will confirm schedules for payments received through the mail, on the telephone or made in person for the specified payment in full or for the deferment plan amounts.

Payments may be made online after logging onto your myBama account, by credit card (Visa, MasterCard, Discover) and electronic check; through the mail by check or credit card mailed to The University of Alabama, Office of Student Receivables, Box 870120, Tuscaloosa, AL 35487-0120; by telephone at (205) 348-4470 with a credit card; or in person at the Office of Student Receivables, 105 Student Services Center, by cash, check or credit card (Visa, MasterCard or Discover).

Other forms of payment include: financial aid and/or scholarships disbursed or authorized (reflected on the student’s account); sponsoring agency contracts; tuition assistance from various private, federal and state funds; the Alabama P.A.C.T. program; tuition assistantships; or University faculty/staff or departmental grants. If all or a portion of a student’s registration expenses are to be paid by some type of financial aid or by a sponsoring agency and the student’s account does not reflect this actual or projected transaction, it is the student’s responsibility to provide written evidence of this support to the Office of Student Receivables.

Automatic Schedule Confirmation/Not Attending Cancellation

The student’s schedule will automatically be confirmed after the confirmation/ payment deadline if the student has sufficient payment from authorized or actual credits (e.g., financial aid, scholarships, third party contracts, etc.) reflected on the account to pay all registration costs. Thus, if the student will not be attending, it will be necessary for the student to indicate this on his or her myBama student account no later than the confirmation/cancellation deadline date. The myBama student account also has an option of indicating that the student will be attending, thus confirming the schedule at an earlier point. Once the schedule has been confirmed, the student will be liable for charges incurred and must officially withdraw through the office of the University Registrar.

Parent/Guest Accounts

A student may allow a parent or other individual to view his or her financial student account and to conduct business (e.g., make a payment, elect deferment plan option, confirm the schedule) on the student’s behalf. The student will assign a user ID and password, through his/her myBama account, to allow this access and will need to give this information to the individual(s) authorized by the student. It is still the student’s responsibility to make sure that the schedule has been confirmed by the deadline and that payments are made throughout the semester by payment deadlines.

BAMA Plan Installment Payment Option

The University of Alabama offers a way to pay basic annual (fall and spring semesters) University expenses (tuition, residence hall, Dining Dollars, campus meal plan charges and parking decal costs) in 10 manageable monthly installments through BAMA Plan, Bama’s Affordable Monthly Alternative. There are no interest charges, only a $55 annual participation fee for BAMA Plan convenience.

With BAMA Plan, monthly payments can be deducted automatically from a checking account, eliminating the need to write and mail checks every few weeks and ensuring that payments are received on time. Direct billing for each BAMA Plan monthly payment is an option also. The first payment is due June 5 for those who apply on-time for BAMA Plan. Late application is possible through July 5 with a larger initial payment. Summer term charges are not eligible for BAMA Plan. For more information and a BAMA Plan application, visit studentreceivables.ua.edu/bamaplan.html.

Deferment Plan Option

Students who meet the following eligibility requirements may defer up to one-half of the current semester charges for tuition, college/course fees, residence hall charges, Dining Dollars, meal plans and parking decal. To be eligible, students must pay any prior semester balance and at least half of the registration charges at the time the deferment option is elected. BAMA Plan participants are not eligible for the deferment plan. All eligible students will automatically see the required payment amounts for the deferment plan election and the payment in full option when confirming their schedule. It is not necessary to sign up in advance for the deferment plan.

The required payment can be made by cash, check, money order, electronic web check, credit card (VISA, MasterCard or Discover), financial aid applied to the student’s account, faculty/staff or graduate-student grants, sponsoring agency contracts or anticipated financial aid verified by the Office of Student Financial Aid. The deferred amount plus a deferment fee, currently $30.00, is payable by the midpoint of the semester.

Other Financial Payment Policies

Continuing students who register for courses after the confirmation deadline will be charged a $25.00 late-registration fee. All charges collected during the registration process are subject to correction for errors in calculation to ensure that correct amounts are collected as required by the board of trustees and current policies of the University.

Payment of registration charges with a check that is subsequently returned from the bank unpaid will result in an additional late-registration fee and a returned-check fee. Failure to clear a returned check taken in payment for registration charges will result in administrative withdrawal from classes. Once this action is taken, the student cannot be reinstated for the semester and will owe the prorated portion of the charges for tuition and housing as specified in the Withdrawal from the University section of this catalog.

Financial aid (other than work-study) is applied to a student’s account in payment of institutional charges. No refund will be made on applied aid unless the student’s account reflects a credit balance.

Miscellaneous Expenses and Payment

Miscellaneous expenses such as library fines, parking fines and student health center charges are applied to your student account throughout the term. Students will need to access their student accounts at myBama to view additional charges incurred during the course of the semester and the due dates to prevent late payment charges from applying. Email reminders will be sent to the student’s myBama account for each billing cycle.

For a list of other enrollment costs and current fee amounts, visit cost.ua.edu.

Delinquent Accounts

In the event of a past-due balance of any nature on the student’s account, diplomas will not be issued, enrollment for subsequent terms will not be allowed, college credits will not be transferred and transcripts of college credits will not be released until the balance is paid in full.

Failure to meet financial obligations of any kind to the University could subject the student to eviction from University housing; suspension of future services; referral of the student’s delinquent account to a collection agency; reporting to credit bureaus; and the assessment of additional late-payment charges, transcript hold fees, attorney’s fees, and other costs and charges necessary for the collection of any amount not paid when due.

Offset of Funds

If a student’s University account has an outstanding balance and the University has in its possession any funds payable to the student (from payments or credits applied to the student’s account, payroll checks and/or any other source), the University reserves the right to withhold the funds necessary to clear the student’s outstanding balance and to cover any collection costs incurred. Once those amounts are paid, any remaining funds are paid to the student.

For more information, contact The University of Alabama, Office of Student Receivables, Box 870120, Tuscaloosa, AL 35487-0120; call (205) 348-5350; or email receivables@fa.ua.edu. The Office of Student Receivables is located in 105 Student Services Center.