Payment/Confirmation Policies

The payment of 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 e-mail when to access their student account at myBama to see each billing period’s activity and begin paying/confirming for that period. No paper bills will be mailed.

Other forms of payment include, financial aid, 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, 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.

“Payment Plans” are also available.

Click here for more information on billing and due dates.

Click here for more information on making a payment.

Schedule Confirmation

The student will confirm his/her schedule on the web when paying the specified payment in full, or the deferment plan amount after selecting “I want to confirm my schedule.” Payments received through the mail, via the telephone, or made in person for the specified payment in full, or deferment plan amounts will be confirmed by the office of Student Receivables.

Automatic Schedule Confirmation/Not Attending Cancellation

The student’s schedule will be automatically confirmed after the confirmation/payment deadline, if the student has sufficient payment from projected or actual credits (e.g., financial aid, scholarships, 3rd 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/her myBama student account no later than the cancellation/confirmation deadline date. The student also has the option of indicating that he/she will be attending on the web 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 Academic Records Office.

Allowing Others to Conduct Business for the Student

Students will be able to allow a parent or parents to view their financial student account and make payment/confirm the fall schedule. Through myBama, the student
will assign a user ID and password to allow this access and will need to give this information to the parent. It is still the student’s responsibility to make sure that the schedule has been confirmed by the deadline.

**Other Financial Payment Policies**

Continuing students that register for courses after the confirmation deadline (above) will be charged a $30.00 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, but will owe the prorated portion of the charges for tuition and dorm room charges as specified in the “Withdrawals from the University” section.

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. You will need to access your student account at myBama to view additional charges incurred during the course of the semester and to see due date to prevent late payment charges from applying. E-mail reminders will be sent to your myBama account for each billing cycle.

**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 also subject the student to eviction from University housing; suspension of future services; referral of the student’s delinquent account to a collection agency; 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 except as noted in the “Use of Federal Financial Aid to Pay Prior Year Charges” section), 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.

**Use of Federal Financial Aid to Pay Prior Year Charges**

Federal financial aid awarded for the current academic year cannot be used to pay for prior year outstanding balances (balances incurred during or prior to summer). This prior balance must be paid by personal payment regardless of the amount of aid...
anticipated or disbursed for the first enrollment period of the academic year before that enrollment can be confirmed.