

Business Office Fact Sheet

Tuition and Fees

For a detailed listing of tuition and fee charges, please [refer to the University Catalog \(https://catalog.umfk.edu\)](https://catalog.umfk.edu) or go to the [Tuition and Fees webpage \(https://www.umfk.edu/offices/business/tuition-and-fees/\)](https://www.umfk.edu/offices/business/tuition-and-fees/). Please keep in mind these rates are subject to change.

Billing

All accounts are carried in the name of the student. Students need to fill out a FERPA (Free Educational Rights and Privacy Act) statement if they wish to make their account information available to someone other than themselves. Furthermore, students would need to provide such authorized users with their personal log-on information. We send out paper bills to all new students at the beginning of each semester. Account activity and balances are available for all students to view online through MaineStreet.

Due Dates

Bills are due and payable by August 15th for the Fall Semester, January 15 for the Spring semester, and May 15 for the Summer semester. Any accounts not paid or enrolled in a payment plan may be susceptible to late fees of up to \$100 per semester. If the billing address changes, it is the student's responsibility to notify the Business Office of the new address — in writing — in a timely manner.

If a balance exists on your student account and you pay State of Maine taxes, the State will pay the University from your State of Maine income tax return prior to sending you payment if you are otherwise eligible for an income tax refund or credit.

Delinquent Student Accounts

Students who have delinquent accounts will not be able to register for classes until all financial obligations are met. The University reserves the right to cancel a student's registration for non-payment of current semester charges. Delinquent accounts may be sent to a collection agency, which may adversely affect your credit.

Financial Terms and Conditions Hold

The Financial Terms and Conditions Hold is a legal agreement between the student and the University of Maine System explaining the financial obligation of the student. Ensuring that the students understand the financial commitment they are making when they register for courses is an important component of a student's financial literacy and is also required by the Federal Bureau of Consumer Protection. The Financial Terms and Conditions need to be completed through the student's MaineStreet Student Center. Registration will be blocked until successful completion.

Outside Scholarships

Students are responsible for notifying the Financial Aid and Business Office each semester of any non-university scholarships to be used to pay University charges.

Payments

The University accepts MasterCard, Visa, American Express, Discover, debit cards, ACH (check payments directly from your checking), and wire transfers. We will accept cash and check payments within the Business Office. All card and ACH payments must be done online through the MaineStreet Student Center. There is a convenience fee charged on card payments. Any ACH payments that are rejected due to non-sufficient or invalid account details will receive a fee. Please do not send cash payments by mail. Checks should be made payable and mailed to University of Maine at Fort Kent, 23 University Drive, Fort Kent, ME 04743.

Student Refunds

All students who have a credit balance on their account receive refunds. Loan refunds may take a few weeks to process and arrive. Direct deposit for refunds can be signed up for through the MaineStreet Student Center.

Third-Party Payments

Written authorization from the agency or employer is required prior to the payment due date at the start of each semester. Bills will be provided to third parties upon receipt of address, authorization to bill, and any other pertinent information. No conditional payment offers are accepted.

Payment Plans

Bills must be paid in full no later than the first day of classes. If you cannot pay your bill in full on or before the first day of classes, we offer qualified students a payment plan of five equal payments. To enroll, a non-refundable payment fee of \$30 per semester is required. You can enroll in the Payment Plan through your MaineStreet Student Center under View/Pay my Bill.

Tuition Refund

Courses added or dropped during the first two weeks of the semester result in a tuition reassessment. No tuition credit is provided for courses dropped after this add/drop period. Tuition is not canceled when a student fails to attend a course; courses are dropped only by formal written notice to the Registrar's Office. For more information, contact the Business Office at 207-834-8650 or umfkbus@maine.edu.

Students Enrolled in Multiple University of Maine System Campuses

If you are taking classes at another UMS campus and your financial aid is through UMFk, we will pay the other UMS campus for you. You need to fill out an Away Form with your advisor and submit it to the Registrar's Office. You will be able to view your bills online through MaineStreet by filtering your view by campus. If you carry a balance at one UMS school, it will prevent you from registering at another UMS school.

For questions on any of the above-mentioned services, please contact the following:

Bursar: Amanda Pelletier at 207-834-7553 amanda.pelletier@maine.edu

Accounting Support/Financial Aid Specialist: Trisha Connor at 207-834-8651 trisha.connor@maine.edu

umfkbus@maine.edu

207-834-8650