

TERMS AND METHODS OF PAYMENT

Methods of Payment

The University of Mary Washington accepts payments in a variety of ways. For complete details, see the Student Accounts web page regarding "Methods of Payment (<https://adminfinance.umw.edu/studentaccounts/methods-of-payment/>)".

EaglePAY (<https://adminfinance.umw.edu/studentaccounts/eaglepay/>) is UMW's online billing and payment system, which allows students and their Authorized Payers to view current up-to-date student account activity. Users may also view/print their bills, make online payments, and enroll in a payment plan.

Students can designate parents and other supporters as Authorized Payers, allowing them access to EaglePAY (<https://adminfinance.umw.edu/studentaccounts/eaglepay/>) and permission to speak with the Student Accounts staff about their bill.

Room and Tuition Deposits

After receiving notice of acceptance for admission students must make a deposit (\$550 for residential students, \$300 for non-residential students). Please note that for residential students only \$300 will be credited to the account and the other \$250 will be held as a contingent fee to be refunded less any outstanding balance at the point they either graduate or move off campus.

Statements and Due Dates

UMW emails students and their Authorized Payers billing notifications in advance of each semester. Initial semester eBill notifications are sent in July for the Fall semester and November for the Spring semester. All bills will be accessible through EaglePay (<https://adminfinance.umw.edu/studentaccounts/eaglepay/>). Payment due dates are on the eBill.

Payment plans (<https://adminfinance.umw.edu/studentaccounts/payment-plan-information/>) are offered to degree seeking students through a third party approved by the University. Additional details about payment plans are available on the Student Accounts website. (<https://adminfinance.umw.edu/studentaccounts/payment-plan-information/>)

Payment is due prior to the start of each semester, if not enrolled in a payment plan. Students with an unpaid balance who are not enrolled in a University approved payment plan (<https://adminfinance.umw.edu/studentaccounts/payment-plan-information/>) as of the due date may have their course registration administratively cancelled.

Students are expected to pay their student account bill by the due date, demonstrate sufficient anticipated financial aid, **AND/OR** enroll in a University Installment Payment Plan (<https://adminfinance.umw.edu/studentaccounts/payment-plan-information/>) by the established deadline. Bills can be viewed and paid in EaglePAY (<https://adminfinance.umw.edu/studentaccounts/eaglepay/>). In addition, students are expected to have all additional charges resolved by the established non-payment notification and registration cancellation dates found on the Payment Responsibility website (<https://adminfinance.umw.edu/studentaccounts/payment-responsibility/>).

Any student with a balance due **greater than \$1,000** and not enrolled in a University Installment Payment Plan before the cancellation dates may

have their course registration administratively cancelled. Those students with on-campus housing risk having their housing assignment and meal plan cancelled.

Note: Once an administrative cancellation for non-payment occurs, payment is not guaranteed to secure the same classes or housing assignments. Students who have a housing and meal contract that are canceled after the start of the semester will be financially responsible for all pro-rated housing and meal charges.

Students whose account is not settled may not receive grades, pre-register for classes, or be eligible to return to the University until the account is settled.

Scholarship and Loan Awards

Normally, one-half of the annual financial aid awarded through the Office of Financial Aid is shown on each semester statement. If state, federal or UMW grants/scholarships that were awarded are not credited on the statement, the student may check their student portal for missing documents and then contact the Office of Financial Aid. Some scholarships are not paid until the successful completion of the semester. In these cases, you may not deduct these scholarships from the amount due.

A student receiving financial aid from a source other than the University must make sure that payment is received prior to the start of the semester. Awards and loans from sources other than the University will not be credited to the account until they are actually received at the Cashier's Office. One half of the award will be shown on each semester unless otherwise directed in writing by the granting source.

Delinquent Accounts

Any charge incurred in collecting a delinquent account will be added to the account. This applies but is not limited to fees charged by an attorney or collection agency.

Refund of Fees

A student who withdraws from the University during the semester should promptly complete an official withdrawal form available through the Office of the Registrar webpage (<https://academics.umw.edu/registrar/students/withdrawal-procedures/>). A copy of the form must be sent or delivered to the Office of Student Accounts and will serve as the basis for withdrawal charges and credits.

Students who are in military service (active duty, reserves, or National Guard) and withdraw from all courses in a given term as a result of a military deployment, mobilization, or change in duty assignment will receive a full refund of all tuition and fees and pro-rated refunds for dining or housing contracts. Military change orders must be provided to the Office of Student Accounts. Any deposits paid by students who discontinue enrollment as a result of a military service obligation will be fully refunded.