

Business Office Fact Sheet

Accounts Receivable

Tuition and Fees

For a detailed listing of tuition and fee charges, please refer to the University Catalog or go to: <http://www.umfk.edu/tuition/> 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 that their account information be available to someone other than themselves. Furthermore, students would need to provide that authorized user with their personal log-on information. We send out paper bills to all new students at the beginning of each semester only. Account activity and balances are available for the student to view online through Maine Street.

Bills are due and payable one (1) week prior to the start of each semester. A late fee of \$50 per semester is assessed to all accounts not paid by the due date. 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.

We charge a \$50.00 late registration fee if you are a returning student registering past the deadline.

If a balance exists on a student account and that person pays State of Maine taxes the State will pay the University from your State of Maine income tax returns prior to sending you payment.

Delinquent Student Accounts

It is the policy of the University of Maine System to withhold all official credentials, including grade reports, transcripts, and recommendations, until student accounts are paid in full. It is University policy to withhold the same for students who have defaulted on their Perkins Loan, or until all University fines are paid. Students who have delinquent accounts are not allowed 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 will adversely affect your credit and will cause additional fees to be incurred on the student account.

Loans

It is the student's responsibility to notify the Business Office each semester if they will be receiving a loan and pay any balances not covered by the loan one week prior to the start of each semester.

Outside Scholarships

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

Payments

The University accepts MasterCard, Visa, debit cards, ACH (check payments directly from your checking), and wire transfers. Payments may be made in person, by mail, by phone or by using Maine Street self-service. It is not advisable to send cash payments by mail. Checks should be made payable to the University of Maine at Fort Kent and can be mailed to the University of Maine at Fort Kent, 23 University Drive, Fort Kent, Maine 04743 or PO Box 1041, Clair, NB E7A 2J5.

Student Payroll Checks

Work-study payroll checks are available in the Human Resource Office every two weeks, according to the work-study payroll schedule available on the University website under campus forms, student employment.

Student Refunds

All students who have a credit balance on their account receive refunds. Loan refunds may take a few weeks to process and come in.

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 a payment plan. You can find the form at

<http://www.umfk.edu/business/payplan/>

The University offers a monthly payment plan to qualified students. Payments are calculated in four equal payments. To enroll, a non-refundable payment fee of \$30.00 is required.

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 cancelled 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 Lisa Fournier at 207-834-7515 or lisafour@maine.edu.

Appeals Policy: Statute of Limitations

Appeals for the exception to the established refund practice must be made to the designated university official. Appeals must be made in writing and will be considered up to 90 days after the close of the semester/session for which the student is claiming a refund. For a typical semester/session the dates are no later than March 31 (fall), August 31 (spring) and November 30 (summer). University academic appeals committees hear appeals on academic matters and have no authority to authorize refunds. . For more information contact Lisa Fournier at 207-834-7515 or lisafour@maine.edu.

Students Enrolled in more than one University of Maine System school

If you are taking classes at another UMS school and you're financial aid is through UMFK we will pay the other UMS school for you. You need to fill out an away form which can be obtained from the Financial Aid office. You will be able to view your bill with all universities online through Maine Street by filtering your view by individual university. If you carry a balance at one UMS school it will prevent you from registering at another UMS school.

Accounts Payable

Travel Advances, Reimbursements & Expense Vouchers

Travel advances are only available 5 days prior to the date of travel. Travel reimbursements are direct deposit now. Check your account online via Maine Street. We cannot process travel & expense vouchers without the employee id & the purpose of travel.

The per diem rate is \$46.00 per day (breakfast = \$9.20, lunch= \$11.50, dinner= \$25.30). Receipts are not necessary if using the per diem rate. If the \$46.00 per diem rate is not considered sufficient by the traveler *prior* approval is necessary for a higher per diem rate.

The mileage reimbursement rate is .44 cents per mile if a traveler uses their own vehicle. Travelers are encouraged to use a vehicle through Motor Pool if available.

Checks

Checks are requested twice a week (on Mondays and Thursdays). Checks are generated at the System Office and mailed to our campus (on Tuesdays and Fridays). When there is a holiday the check run is subject to change. If you are requesting reimbursement you have until 4 pm on Fridays and 4 pm on Thursday to get your request in to make the following days check run.

Tax

The University of Maine System is tax exempt. It is best to tell vendors upfront that you are part of a tax-exempt organization (prior to them completing the bill). It is a lot more difficult to get tax reversed once it is charged. A copy of the tax exempt certificate (pocket-sized) for the University of Maine System is available in our office. Our federal tax id # is 016000769

Bill Processing

Complete chart field information (business unit, account, department, fund, program or project if applicable) needs to be present on the bills in order to process. Please check your records carefully prior to submitting bills in order to avoid duplicate payments of invoices.

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

Accounts Receivable Technician: Joyce Plourde 207-834-7552 or joycep@maine.edu

Accounting Coordinator: Jeanita Theriault 207-834-7553 or Jeanita@maine.edu

Finance Specialist: Lisa Fournier 207-834-7515 or lisafour@maine.edu

Director of Business Systems: Leslie Guerrette: at 207-834-7550 or leslieg@maine.edu