

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: <https://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 to make their account information available to someone other than themselves. Furthermore, students would need to provide such authorized user 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 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 will be assessed monthly 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 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

The policy of the University of Maine System is to withhold all official credentials, including grade reports, transcripts, and recommendations, until student accounts are paid in full. University policy is to withhold the same for students who have defaulted on their Perkins Loan or have unpaid University fines. 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. Students will be required to reimburse UMFK for the fees of any collection agency, which may be based on a % at a maximum of 33% of the debt, and all cost and expenses, including attorney's fees, which UMFK incurs in such collection efforts.

Loans

The student is responsible to notify the Business Office each semester if they will be receiving a loan and to 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. 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 Payroll Checks

Direct deposit is required for work-study checks. The first paycheck may be picked up in the Human Resources office if direct deposit arrangements have not yet been made as of the first processing date.

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.

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 to qualified students a payment plan of four equal payments. To enroll, a non-refundable payment fee of \$30 per semester is required. You can find the Payment Plan Application Form on our website.

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 the OneStop at 207-834-8650 or umfkonestop@maine.edu.

Appeals Policy: Statute of Limitations

Appeals for an 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 traditional semester the dates are no later than March 31 for fall, August 31 for spring, and November 30 for summer. University academic appeals committees hear appeals on academic matters and have no authority to authorize refunds. For more information contact Jessany Munoz at 207-834-8649 or jessany.munoz@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 which can be obtained from the Financial Aid office or the OneStop. You will be able to view your bills online through Maine Street 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.

Accounts Payable

Travel Advances, Reimbursements & Expense Vouchers

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

The per diem rate is \$46.00 per day. 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 (received on Wednesdays and Mondays). When there is a holiday the check run is subject to change.

Tax

The University of Maine System is tax exempt. Please tell vendors in advance you are part of a tax-exempt organization (prior to them completing the bill). 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 payment of invoices.

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

Accounting Support Specialist:

Amanda Blanchette at 207-834-7553 or amanda.b.blanchette@maine.edu

Accounting Support Specialist:

Jessany Munoz at 207-834-8649 or jessany.munoz@maine.edu

Director of Administrative Services:

Pam Ashby at 207-834-7550 or pam.ashby@maine.edu