

UAMS Academic Affairs Policy - 3.1.2



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs

Subject: Student Payment Plan

Number: 3.1.2

Date Approved: November 16, 2016

Date Effective: December 1, 2016

Last Review/Revision: July 26, 2022

Next Review/Revision: July 26, 2024

PURPOSE:

The purpose of this policy is to describe the UAMS payment plan option for students to pay for tuition and fees.

SCOPE:

All UAMS enrolled students who meet eligibility criteria.

POLICY:

Students who meet the requirements listed below may enroll in a Student Payment Plan. The UAMS payment plan structure(s) will be approved by the Vice Chancellor for Finance and administered by the Student Financial Services - Bursar's Office.

Eligibility Criteria:

1. A student must be enrolled in a fall or spring term. Payment plans are not offered during the summer term except for the Physician Assistant Program and the Nurse Anesthesia Program.
2. The student must have a balance of \$500.00 or more to enroll in a payment plan.

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General Information:

1. Students may enroll in a payment plan in accordance with procedures established by the Student Financial Services - Bursar's Office.
2. For students who are receiving financial aid, it is recommended that all financial aid sources post to the student's account prior to enrolling in a payment plan.
3. A payment plan enrollment fee will be assessed on all payment plans and must be paid with the first payment plan installment amount.
4. Students will be allowed up to 30 days prior to and 15 days after the first day of class to sign up for a payment plan. The payment plan installment amount must be paid by the assigned installment due date on the student's account in GUS.
5. If a student does not meet payment requirements, his/her enrollment for future semesters will be blocked. In addition, the Office of the University Registrar will not release a transcript for a student who has an outstanding payment(s) due.
6. If an account becomes delinquent, the Student Financial Services - Bursar's Office will follow established procedures to apply late fees and for the collection of the debt.
7. If a student withdraws or is dismissed, the balance on his/her account is due immediately.