Important Information – Please Read

Student Health Insurance Waiver Information
University of Maine at Presque Isle requires all students enrolled in 9 or more credit hours to have health insurance coverage. Every academic year you will be automatically enrolled in the Student Health Insurance Plan. Students can receive a waiver from the University insurance provided they have health insurance coverage. To receive a waiver, students must provide proof that they do have health insurance coverage.

Students may show proof by providing the information online at the web site:
http://www2.crossagency.com/2015-2016/umpi.php. Before going to the website you should have available your current insurance company’s name, the name of the policy holder, and your policy number.

Important notes:
- The deadline to request a waiver is October 1, 2015.
- At times students may be asked to provide proof of insurance to other university departments. Be aware that providing this information to other departments does not satisfy this request. To receive a waiver the information must be provided as described above.

Payment Policy
University charges are due no later than 4:30pm on August 15, 2015. A bill dated on or after August 5, 2015 is due within ten days of the billing date. The billing date is located at the top left of your bill. A $25.00 late payment fee will be assessed each month to all accounts which are past due. The University reserves the right to cancel any registration for which payment is not received. For detailed information visit the University’s Business Office web site:

Refund Policy and Schedules
Student charges will be refunded to students who voluntarily withdraw or drop courses from the University of Maine System institutions in accordance with the schedule and provisions set forth by the University of Maine System. For refunding purposes, a student withdrawal is defined as one where a student provides the University official written notification of withdrawal from all courses. Dropping courses is defined as a reduction in course load during the Drop period while remaining enrolled at the University. Withdrawal from courses is defined as a reduction in course load after the “Drop” period while remaining enrolled at the University. For detailed information visit the University’s Business Office web site:
http://www.umpi.edu/offices/student-financial-services/student-accounts/refund-policy/

Tuition and Fees
Changing financial conditions, state legislative action and other considerations may necessitate adjustment of charges and expenses. The University reserves the right to make such adjustments to the charges and expenses as may from time to time be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. Students acknowledge this reservation by the submission of an application for admission or by registration for courses. For detailed information regarding tuition and fees visit the University’s Business Office web site:
http://www.umpi.edu/offices/student-financial-services/student-accounts/tuition-fees/

Student Refund Direct Deposit
The Student Financials Services office at UMPI has a convenient program for processing your refund. Through Direct Deposit, we can deposit your over payments and excess financial aid from your student account to a U.S. financial institution of your choice. It’s simple, safe and convenient.

How Do You Benefit From Direct Deposit?
- Deposit to any U.S. Bank savings or checking account
- No lost or stolen checks
- No waiting in line to pick up a check
- No need for a local bank account
- No running to the bank to deposit your funds and waiting for the check to clear
- No special arrangements or fear of not receiving your money because you’re not on campus.

To enroll, you will need the U.S. Bank account Routing Number and the account number. Go to http://www.umpi.edu/offices/student-financial-services/student-accounts/direct-deposit/ for instructions.
If you appreciate the convenience of paying your student bills online, you will also appreciate new features available to you.

**View Statements online:** Gain immediate access to your current billing statement, your current account balance, and all detail activity on your account.

**Receive email notifications** when a new bill is available online.

**Authorize parents, family members, and others to view and pay** your student bills online. Help your parents, grandparents or others to help you.

These conveniences are all available to you via **Bill+Payment Suite**.

Bill+Payment Suite is:

**Easy**-Takes only a few clicks of the mouse. It’s easy to give others access, too.

**Secure**-Pay online knowing your information is secured using industry standard protection.

**Convenient**-Want to know when a new statement is available? You are notified by email. Want to make a payment or access your account from anywhere, anytime? No Problem. It’s all available 24/7.

**Here’s how:**

1 – Log in to MaineStreet portal
2 – Navigate to Student Self-Service > Student Center
3 – In Finances section, click “View Bill/Payment Options”
STUDENT BILLING WORKSHEET
FALL 2015

Please Read, Complete, and Return this form (include calculated amount due) in the enclosed envelope.

NAME: _________________________________  STUDENT ID #: ____________

Student’s Name (please print)

___ I will not be attending UMPI this semester. Please cancel my registration.

Student Signature ___________________ Date ____________

Calculate The Amount Due:

1. “Amount Due” from your bill: $ ____________
2. Anticipated additional charges – Tuition, Fees, Room & Board, etc. (i.e. classes on wait list, change in enrollment, etc., Do not include books or supplies): $ ____________
3. Subtotal (Total of lines 1 and 2) $ ____________
4. Enter the Health Insurance premium if the charge is on your bill and if you are filing proof of insurance $ ____________
5. External resources not yet displayed on my account (Other Scholarships and outside assistance applicable to this semester not listed in “Anticipated Aid” Section) $ ____________
6. Total anticipated credits (Add lines 4 and 5) $ ____________
7. Total Amount Due or Credit (Subtract line 6 from line 3) $ ____________

I understand that I am responsible to make payment for any balance due which has not been fully covered by financial aid or other assistance.

Payment Options:

_____ Payment for the entire amount due (skip to “Payment Method” section)

_____ Payment for the first payment plan installment (complete the following)

_____ I am choosing the 4-installment Payment Plan Option to spread this academic semester’s expenses into monthly, interest-free payments. I agree to pay a one-time non-refundable payment plan option fee of $30.00.

Payment Plan Due Dates:
¼ plus $30 due 08/15/2015
¼ due 09/15/2015
¼ due 10/15/2015
¼ due 11/15/2015

Last day to enroll: 09/06/2015
Late fees per late installment: $25.00

(Please Continue on Other Side)
STUDENT ID #: ___________

Calculate your 4-payment plan:
A. Amount due UMPI from line 7 above $ ___________
B. Divide Amount Due (Line A) by 4 installments = Installment Amount Due $ ___________
C. Add $30.00 payment plan fee $ 30.00
D. Total first payment (total of line B and line C) $ ___________

Payment Method: Amount of Payment: $ ___________

Check, Money Order, etc. (U.S. dollar)
Cash (do not mail, “in person” only)
Credit/Debit card (MasterCard, VISA, or Discover). Complete card information below.

IMPORTANT: Due to a State of Maine Privacy Law, the bank card information provided is not retained; you will need to contact us each time you wish to make a payment with a credit or debit card or pay online via MaineStreet Self-Service.

The University accepts MasterCard, VISA, or Discover credit and debit cards.

Type of Card (check one) VISA ______ MasterCard ______ Discover ______

Card Account Number __________________________ Exp. Date _____/_____

Three Digit Security Code on Back of Card (VCode): ______

Cardholder: __________________________ Name (print) __________________________ Signature __________________________

Email Address: __________________________

Anticipated Payments and Credits: Only include if applicable to the Fall 2015 semester.

I have ensured that an unconditional third party payment authorization is on file for this semester in the Business Office, or is attached to this form. I understand that I am responsible to make payment for any balance due which is not covered by my third party authorization.

Sponsor Name(s) __________________________ __________________________

Other: (i.e. Waiver, Scholarships, etc. specify): __________________________

Personal Information:

(Please provide documentation substantiating a name change.)

Name __________________________ __________________________

Street or P.O. Box __________________________ City/State Zip __________________________

Home Phone: ____________ Cell Phone: ____________ Work Phone: ____________

E-mail: __________________________

STUDENT AUTHORIZATION

By my selection(s), I have indicated my desired payment arrangements and/or changes to my student billing account. I understand that I am solely responsible for balances not paid by external sources or financial aid and abide by the University’s published due dates and fee schedules, including the assessment of late fees, charges related to non-negotiable checks returned and any additional charge not yet billed. I further understand and agree to be responsible for all collection costs, reasonable attorney fees, and court costs in the event that I do not fulfill this agreement. I am hereby informed that the University participates in the State of Maine’s Tax Refund Offset Program, which may deduct balances due the University from my future Maine Income Tax Refunds.

Student Signature __________________________ Date __________________________