

2011 - 2012 Payment Form

University in the High School Program Only

PLEASE DO NOT MAIL CASH

All students are required to submit applicable program fees with their Registration Forms to the UHS Office for enrollment. Any registration submitted without applicable fees will be returned to the appropriate individual and the student will be subject to a Late Registration Fee. The student will not be enrolled until the registration form is re-submitted with applicable fees by the appropriate deadline, as indicated in the Student/Parent Guide and on the UHS website at www.albany.edu/uhs.

Consistent with University policy, all credit card information received by the University in the High School Program at the University at Albany will be destroyed after processing. No such information will be returned via mail or any other source. Certified check, cashier's check or money order will be returned after the sender is confirmed. If personal checks are submitted as insufficient or unable to be processed they will be destroyed.

The UHS Program Fee, as compared to on-campus tuition and fees at the University at Albany, is quite reasonable. The same courses on campus cost between \$621 and \$828/course plus fees. This provides significant savings to students and their families.

The UHS Program does not charge "tuition." Students are charged a Program Fee and the Program Fee is not deductible for tax purposes. Therefore, the University does not send students a 1098-T form for tax credit.

Full Program Fee - \$140.00 per course, regardless of the number of credits awarded for the course. Students taking courses with a lab component will owe \$140 for the lab and \$140 for the course.

Reduced Program Fee - \$70.00 per course, regardless of the number of credits awarded for the course for students who are eligible or who participate in the Federal Reduced/Free Lunch Program. Students who qualify for the Federal Reduced/Free Lunch Program must have the bottom of their registration forms signed by their Principal or School Counselor verifying that they are eligible for a reduction in the Program Fee.

Late Registration Fee - \$25.00 is added to the Program Fee when registration materials are submitted to the UHS Office between the postmark dates of: **Fall:** 12/10/11–1/12/12, **Full Year:** 12/10/11-4/13/12, **Spring:** 3/24/12-4/13/12. **In addition, replacement registration forms can be requested from the UHS Office. Forms will be mailed to the teacher and a Late Registration Fee will be required to complete enrollment.**

Incomplete Registration Fee - \$25.00 is added to the Program Fee when registration materials are considered incomplete (e.g., missing signature, payment, etc.). Incomplete registration forms will be returned to the appropriate individual and will be subject to an Incomplete Registration Fee or subsequently not accepted for enrollment.

Please see the reverse side of this form for payment options.

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UHS Payment Options:

1). The University will accept a **certified check, cashier's check or money order** made out to the **University at Albany**. Please make sure to write the **Albany ID#** (found in the top left hand corner of the registration form) on the check along with the **student's full name**. If paying by check, please complete the form below and mail it with your completed registration form and check for enrollment.

Student Name: _____
(Please Print)

Albany ID #: _____

High School: _____

Teacher Name: _____

Course Title: _____

2). The University will also accept **credit card** information. If paying by credit card, please complete the form below and mail it with your completed registration form for enrollment.

Student Name: _____
(Please Print)

Albany ID #: _____

High School: _____

Teacher Name: _____

Course Title: _____

Please check one: Visa Master Card Discover

Credit Card #: _____ Expiration Date: _____

Zip Code of Cardholder: _____ Phone # of Cardholder: (_____) - _____ - _____
(Needed for Address Verification when Processing Payments)

I _____ authorize the
Name of Cardholder *(Please Print)*

University at Albany to charge my account listed above in the amount of \$_____.

Signature of Cardholder