Payment Authorization
Terms and Conditions

The Payment Authorization is for financial aid students ONLY. The Payment Authorization is an authorization granting UMUC permission to use financial aid awarded in a current semester to pay for a prior balance within a current or prior Academic year.

Payment Authorization Terms and Conditions:

- Federal Regulations prevent approval of a Payment Authorization for balances in a prior Academic Year exceeding $200
- A Payment Authorization will not be applied to a prior balance which was incurred more than three semesters prior to the Application date;
- Payment Authorizations may be approved within the current Academic Year for all balances (regardless of dollar amount) as long as the financial aid disbursement covers the balance in full;
- Payment Authorizations will not be approved as a partial payment of a prior balance;
- The receipt and approval of a Payment Authorization grants UMUC permission to place a “no refund hold” on a student’s account so the funds can be applied to the prior balance before refunds are issued to the student;
- It will take up to 5 business days for a Payment Authorization Application to be processed;
- Any disbursement credited to the student’s account prior to the approval of the Payment Authorization can not be retracted. Therefore a student will continue to be responsible for paying all UMUC debts without using current financial aid for a prior balance;
- Payment Authorizations will not prevent the transfer of an outstanding prior balance to the State Central Collection Unit (SCCU) if there is a remaining balance on the student’s account;
- Payment Authorizations can not be used to pay an unpaid balance which has been transferred to SCCU.
- A student with collection holds on his/her student account who cannot register for courses is not eligible for a Payment Authorization

- To be eligible, students must:
  - be enrolled in at least a half time status;
  - submit all required financial aid documents to ensure disbursement of funds;
  - be eligible for a financial aid disbursement equal to or greater than the total balance due, including the prior balance.

Please Note: Internet Explorer's Enhanced Security may block the Javascript used on this form. When prompted, you will need to select 'trust this document for one time' or 'add this host to your Privileged Locations' in order to complete and submit the form.

Complete and submit the Payment Authorization Application online. You will receive a confirmation email within 24 hours of submitting the application. If you do not receive the confirmation email, you will need to resubmit the application.