

MANUAL PAYMENT CONFIRMATION INSTRUCTIONS

ALL NEW AND RETURNING STUDENTS MUST COMPLETE AND SUBMIT A PAYMENT CONFIRMATION TO THE OFFICE OF STUDENT ACCOUNTS BEFORE ATTENDING CLASSES.

****All outstanding balances must be paid in full or covered prior to completing the Payment Confirmation Form****

Completing the "PAYMENT CONFIRMATION" form:

1. Check box for the semester/session you are attending and enter the year.
2. Enter Full Name, Student ID number, and Daytime Phone number. The social security number is needed if the student ID number is not available.
3. See your invoice statement or your HAWKWeb account for the charges for the current semester. Indicate by category the charges. **Please note**, the total should include all charges.
4. **Check** - If you are paying by **check**, this box should be marked and the check included with the form. Failure to cover all charges or not submitting this form will result in you not being officially registered and your classes will be dropped.
5. **Credit card** - Payments can be made online, in person or by completing the information at the bottom of the form of the form and mailing it in.
6. **Financial Aid** – Only aid amounts that appear on your HAWKWeb student account will be considered: this includes anticipated aid.
7. **Other** – This box should be used to include room deposit payments already made, payments to be paid by other sources such as scholarships, agency payments, TMS, AMS, private lenders, etc. There must be supporting documentation for everything listed except room deposits.
8. **UMES Payment Plan** – By checking this box you agree to the terms and conditions of UMES payment plan (see www.umes.edu/student for terms and conditions). You must print, sign and mail confirmation to Student Accounts. \$25.00 plan fee will be assessed to your student account when confirmation is accepted.
9. **Transfer to Hawk Card** – Money can only be transferred if there is a credit balance.
10. Please sign and date the **PAYMENT CONFIRMATION** and return to the Office of Student Accounts.

University of Maryland Eastern Shore
Office of Student Accounts
3rd Floor, JT Williams Hall
Princess Anne, MD 21853-1299