



e-cashier Payment System

In order to provide students with a convenient way to pay for and budget tuition and fee payments, the university has set up a third-party electronic payment system for tuition and fee payments for the next term (Winter 2012) through a company called e-cashier. Through e-cashier students will have the option to pay in full or through a payment plan with payments due in three installments equally distributed throughout the term (i.e. the 1st payment will be 1/3 of the tuition and fees and will be due upon registration, the 2nd payment will be 1/3 of the tuition and fees and will be due the following month, and the final 1/3 payment will be due the month after that).

Please be advised that the course offerings for the winter 2012 term will be posted on the university website and sent out to students via email on Monday, November 14, 2011. If you do not receive an email from the Registrar regarding the course offerings for winter 2012 term by November 14, 2011, please refer to the website (www.uona.us) where the course offerings will also be posted. Please be advised that students must complete all required courses in order to graduate. Accordingly, it is highly recommended that you select students select and complete required courses prior to selecting elective courses. If there are any questions about course selection or if there are no courses offered that you need for your program, please contact the Associate Dean, Suresh Sonkavelly (suresh.sonkavelly@uona.us) or the Assistant Dean, Thakur Pudasaini (thakur.pudasaini@uona.us). Students will have **three weeks** to conference with the academic deans regarding class selection prior to the start of registration.

Registration will begin December 8, 2011 and end December 26, 2011. Late registration will begin December 27, 2011 and end December 30, 2011. The registration process will be as follows:

1. Once you have selected your courses, you will click on the e-cashier link on our website to set up your e-cashier account (we will provide more instructions on e-cashier closer to registration). Please be advised that as an international student, you must register as a full time student (2 courses or 6 credits). If you only need one course to graduate, you must apply for a reduced course load by submitting a form (available on our website) to the international student affairs office (isa@uona.us) **during regular registration.**
2. You must pay your tuition and fees through e-cashier. We will no longer accept tuition and fee payments on campus during the registration period.
3. Submit your registration form along with your receipt of payment to the business office (padmanjali.pokharel@uona.us). Please be advised that your registration will be blocked if you have a balance due on your account or if you failed to register for a full course load. Please be advised that those students whose registration is blocked may be terminated for failure to enroll.

As you have now been notified a month in advance as to when tuition and fees will be due, we expect that those students who experienced problems with the release of their tuition and fee funds from their banks will not experience the same problems for the winter term. Please contact your banks now to advise them that you must access to your funds for the winter 2012 term by **DECEMBER 8, 2011.**

Please note, if you do not register for your classes by December 30, 2011, you must contact the university directly to make your tuition payment and all fees required immediately. ***No other payment arrangements will be granted during this time.*** Also, please be advised that any student who does not register prior to December 31, 2011 will not be offered a payment plan and will incur additional late and processing fees of \$225.00 for a total penalty fee of \$425.00 (\$200 late fee + \$150 additional late fee + \$75 processing fee). ***This will be the final opportunity to register for the winter 2012 semester.***