Frequently Asked Questions

When are bills due?
Anna Maria College bills on a semester by semester basis. Fall tuition bills are mailed the **first week in July** and due the **first week in August**. Spring tuition bills are mailed the **first week in December** and due the **first week in January**. Students should watch their Anna Maria emails around this time as students are notified via email when the tuition bills have been sent.

2011-2012 Dates
Fall tuition bill due: **Friday, July 29th, 2011**
Spring tuition bill due: **Friday, January 6th, 2012**

If payment is being made with the assistance of Financial Aid, all documents must be submitted to the financial aid office as soon as possible and loans secured by the **bill due date**. If no payment or payment plan is in place by the first day of class, students may be dropped from their classes.

Tuition payment options:
1. Pay using a check or money order by mail to:

Anna Maria College
50 Sunset Lane
Student Accounts Office, Box R
Paxton, MA 01612-1198

2. Pay online at https://webamc.annamaria.edu:

a) By making an ACH payment (electronic check). Please have your bank account and routing numbers available when making your online payment.

b) By using VISA, MasterCard, Discover and American Express credit cards. Credit cards are for online use only as we do not accept credit card payments in the Student Account Office or over the telephone.

c) By using our deferred payment plan by making monthly payments through Tuition Management System (TMS) at www.afford.com/annamaria or calling **888-216-4258**.

Is there a charge for using my credit card online?
No, there is no charge for paying online directly to Anna Maria College.

Can I use any type of check for an electronic check payment?

No. Only checks from a regular checking or savings account are accepted. Checks issued from credit card companies, money market accounts, home equity or other lines of credit cannot be processed as an electronic check payment. These checks, however, can be mailed or paid in person to the College. If mailing, please ensure that the student ID is included in the memo line on the check.

How can I receive a receipt for my payment?
a) For mailed payments - mark the check box for receipt on the statement sent to the Business Office with your payment.

b) For online payment – after entering payment information you will be prompted for an email address where a receipt will be sent.

Should I make a payment even if I did not receive a tuition bill?
Yes. You are responsible for the balance of your tuition account even if you did not receive a bill. You may also view and print your tuition bills and make payments online 24 hours a day. Tuition bills are created and due twice a year for full-time undergraduate students. If you do not receive a tuition bill, please contact the Student Account's Office at 508 849 3425.
**Nursing students are also responsible for summer tuition bills which are due upon registration.

How do I access my online account?
To access your online account go to https://webamc.annamaria.edu.

I do not know my username and password?
Complete and submit the assistance form at https://webamc.annamaria.edu.

Does Anna Maria College have a payment plan?
Yes, you may pay monthly through Tuition Management System (TMS) interest-free monthly payment plan. The TMS plan allows you to pay all or part of your educational expenses in monthly installments. You may use the TMS plan to pay your balance after financial aid or in conjunction with a loan. For more information, log onto the TMS website at www.afford.com\annamaria or call **888-216-4258**.

What is the last day to withdraw without penalty?
The last day to withdraw and receive a full refund of payment is five (5) business days from the start of the class, i.e. by 5 p.m. (EST) Friday. All refunds are subject to a $40 administrative charge.

If I anticipate a credit balance on my account due to Financial Aid, what are my options?
You have two options. You may request a refund or request that the funds be held and applied to your next semester balance.

How can I receive my credit balance?
Once all the funds are received and posted to your account, your credit balance will be available within two weeks.

a) You may opt to receive your refund through e-refund. This can be set up through your AMC account.

b) The second option is a check that will be mailed to your home address.
**Please note that PLUS loan credits (William D. Ford PLUS Loans) are made payable and mailed to the parent who is approved for the loan.

Please contact the Student Accounts Office with any questions– jsabourin@annamaria.edu or 508-849-3465.

If the pending or disbursed financial aid on my statement does not match my award letter, what should I do?
Contact the Financial Aid Office at finaid@annamaria.edu or 508-849-3366.

What is "Pending Financial Aid" noted on my bill?
Items under the heading of Pending Financial Aid are monies that the College has not yet received. Most of these items require action by the student before the funds will be disbursed to the billing statement. They include the Stafford Loan, Perkins Loan, Plus Loan, State Scholarships, Pell Grant, MEFA Loan, other loans and outside scholarships. As payments are received from loans and scholarships, credits are applied to the tuition statement. If you have questions about your pending financial aid, call the financial aid office at 508-849-3366.