

# RESIDUAL PROCEDURES

---

The UNA Business Office will process and distribute residual checks unless original payment was made by credit card. Students should allow ten (10) to fifteen (15) business days from the date classes begin for the first mailing of residual refunds. Thereafter, residual refunds will be disbursed approximately five (5) to ten (10) business days from the date the funds are posted to the student's account.

Residual checks will be mailed to the student's campus mailbox (if the student has a campus mailbox) or to the student's permanent mailing address (if the student has no campus mailbox) unless original payment method was by credit card. Each student is responsible for updating his/her permanent mailing address by sending an email to [registrar@una.edu](mailto:registrar@una.edu) from the student's UNA Portal email account. The Business Office does not hold checks for pickup.

eRefunds are available. You will need to sign up for eRefunds through your Student Account Center.

## **Institutional Scholarship Refund Policy:**

Institutional scholarships are applied toward the payment of UNA tuition and fees, on-campus room and board, textbooks at the UNA Bookstore. The total amount of institutional scholarship awards (per semester) may not exceed the cost of tuition, on-campus room, board and textbooks purchased through the UNA Bookstore when added to any other institutional scholarship. Institutional Scholarships are non-refundable and may not result in a cash payment to the student. Students who receive federal aid or non-institutional scholarships may receive excess funds.