Graduate Assistantship Payment Plan Enrollment Instructions

To sign up for the Graduate Assistantship Payment Plan, please follow these instructions.

1. Once you have accessed your Student Account through Athena, select the Payment Plans section in the header or the Enroll in Payment Plan button.

2. Select the Enroll Now button.
3. In the drop down menu, select the term for which you are enrolling.

4. A screen will open and show the term that you are enrolling. If this is correct, click Select.

**If you wish to only view what your payment plan requirements would be, select Details. A small window will open that shows your payment plan description. If you do not want to continue with the enrollment process, click Cancel. To continue with enrollment choose Select.**
5. The following screen shows the Eligible Charges and Credits for the Payment Plan as well as the Payment Schedule. To enroll in the Graduate Assistantship Payment Plan, click Continue. If you do not wish to enroll in the payment plan at this time, click Cancel.

6. If you have chosen to enroll in the plan, the Select Payment Method screen displays. Installment amounts and down payments may be paid via ACH or with a major credit card. You will need to select the payment method that you wish to use from the drop down menu and follow the payment prompts.
7. The Payment Plan Agreement is displayed showing the UGA Payment Plan details. If you agree to the terms, you must scroll to the end of the agreement and select the box next to I Agree. Click Continue.
8. For users who have chosen to use ACH as their payment method for the payment plan and have not set up a saved method, they will be directed to set up a bank account.

9. For users who have chosen to use ACH as their payment method for the payment plan, the ACH Payment Agreement screen authorizes UGA to automatically draft/charge the installments from the account listed. If you agree, select the box next to I agree to the above terms and conditions. Click Continue. If you do not wish to enroll in the payment plan at this time, click Cancel.
10. The next screen confirms the enrollment in the payment plan. You will also receive an e-mail confirming your enrollment and the due dates for your installments.

- If your installment amounts increase or decrease, a follow up email will be sent to indicate that the plan has been adjusted and it will reflect the new amounts.

11. You may access your payment plan from your Student Account main page on the Payment Plans header or under the Scheduled Payments section.