Payment Plan Enrollment Instructions

Fall 2017 Enrollment Dates: August 10th through August 22nd

To sign up for the UGA Payment Plan or to determine how much you are eligible to defer under the Plan, please follow these instructions.

- Graduate Assistants should sign up for our Payroll Deduction plan instead of the University of Georgia Payment Plan during Fall and Spring Semesters.

1. Once you have accessed your Student Account through Athena, select the **Payment Plans** section in the header.

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

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

5. The following screen shows the Eligible Charges and Credits for the Payment Plan. For the full breakdown of amounts, click Display Schedule.
6. The Payment Schedule screen displays the Setup fee, Down payment amount, if applicable, and the amounts and due dates of Installments 1 and 2.
   - The Total due now is the sum of the down payment amount and the $75.00 enrollment fee. To enroll in the UGA Payment Plan, click Continue. If you do not wish to enroll in the payment plan at this time, click Cancel.

   ![Plan Enrollment Screen](image)

7. 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.

   ![Select Payment Method Screen](image)
8. The Payment Plan Agreement is displayed showing the UGA Payment Plan details. If you agree to the terms, select the box next to \textit{I Agree}. Click Continue.
9. The Payment Agreement screen authorizes UGA to automatically draft/charge the down payment and/or enrollment fee, as well as the two 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. If you enroll, the next screen will show you your Payment Receipt which should be printed for your records. 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. If the adjusted amount deferred now exceeds the 50% amount you are eligible to defer, you will be dropped from the plan and asked to reenroll so that you can pay additional amounts towards the down payment considered due at the time of the enrollment. If you are asked to reenroll, you will not be required to again pay the payment plan setup fee of $75.00.

11. You may access your payment plan from your Student Account main page on the Payment Plans section.