

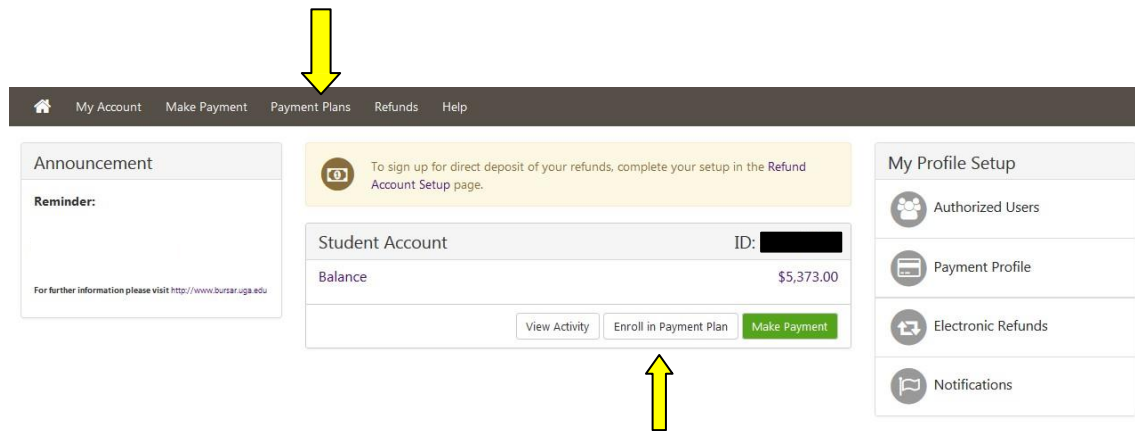
# Payment Plan Enrollment Instructions

Summer 2018 Enrollment Dates: May 1<sup>st</sup> through May 16<sup>th</sup>

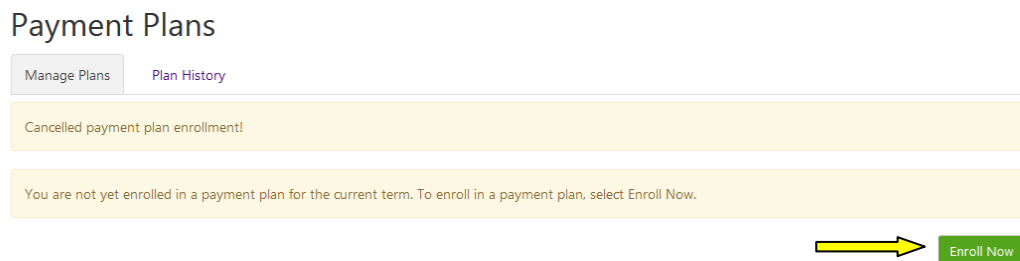
To sign up for the UGA Payment Plan or to determine how much you are eligible to defer under the Plan, please follow these instructions.

*Graduate students on an assistantship should sign up for the Graduate Assistantship Payment Plan.*

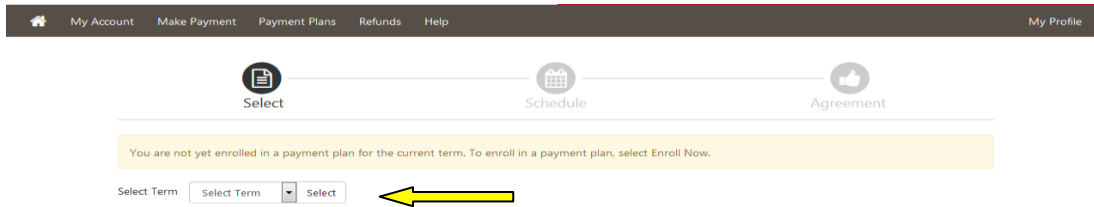
1. Once you have accessed your Student Account through Athena, select the **Payment Plans** section in the header or the Enroll in Payment Plan button.



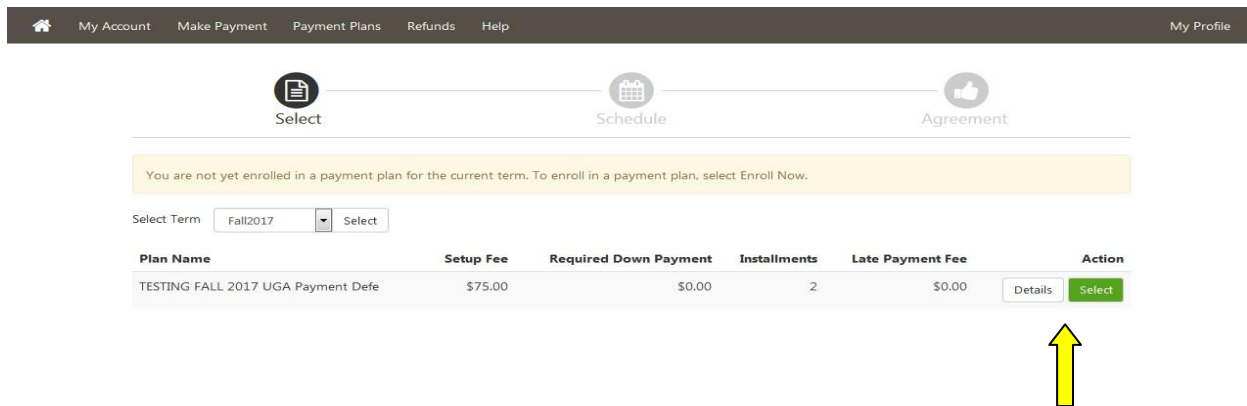
2. Select the Enroll Now button.



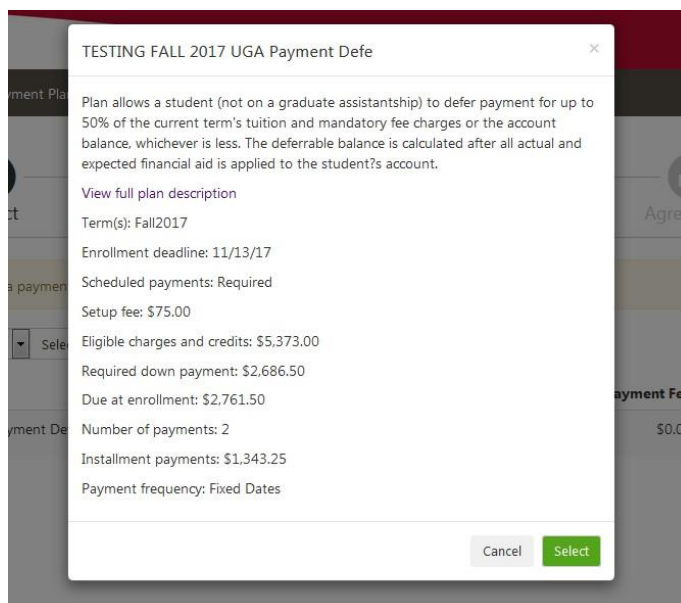
3. In the drop down menu, select the term for which you are enrolling.



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

- 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.

TESTING FALL 2017 UGA Payment Defe

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	5,373.00	
<b>Balance: 5,373.00</b>		
Maximum deferral amount:		2,686.50
Required down payment		2,686.50
Additional down payment		0.00

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Down payment	Due now	2,686.50
Installment 1	11/15/17	1,343.25
Installment 2	11/22/17	1,343.25
<b>Total of installments: 2,686.50</b>		
<b>Total due now: 2,761.50</b>		

Back Cancel Continue

\*\*If you wish to pay an additional amount towards your down payment, key in the amount you would like to pay and select Update Schedule. This will show the new installment amounts based on the additional down payment.

TESTING FALL 2017 UGA Payment Defe

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	5,373.00	
<b>Balance: 5,373.00</b>		
Maximum deferral amount:		2,686.50
Required down payment		2,686.50
Additional down payment		500.00

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Down payment	Due now	2,686.50
Installment 1	11/15/17	1,343.25
Installment 2	11/22/17	1,343.25
<b>Total of installments: 2,686.50</b>		
<b>Total due now: 2,761.50</b>		

Update Schedule

Back Cancel Continue



Select



Schedule



Agreement

### TESTING FALL 2017 UGA Payment Defe

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	5,373.00	

**Balance: 5,373.00**

Maximum deferral amount:

Required down payment

Additional down payment

#### Payment Schedule





Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Down payment	Due now	3,186.50
Installment 1	11/15/17	1,093.25
Installment 2	11/22/17	1,093.25

**Total of installments: 2,186.50**

**Total due now: 3,261.50**



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.

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Select    Schedule    Payment    Agreement

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This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

**Select Method**

Amount  Method

\*Credit card payments are handled through PayPath®, a tuition payment service.

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**Electronic Check** - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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.

### Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$3,261.50 as a part of your enrollment.

Please read the following agreement carefully before you continue.

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$75.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,186.50
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,261.50

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, [REDACTED] hereby agree to schedule an automatic draft from my bank or debit/credit card account to pay the balance deferred equivalent to no more than 50% of tuition and mandatory fees assessed as stated in this agreement in 2 installment payments on the due dates specified for each installment. I understand that installment payments will be AUTOMATICALLY DRAFTED/CHARGED using the account information I specify at the time of enrollment into this payment plan. I agree to pay the payment plan non-refundable setup fee of \$75.00. I also agree to ensure my bank or card information for scheduled payments is up to date to avoid issues with processing my payment. I understand scheduled payments must clear the bank in order to satisfy my payment obligation. If my payment method needs to be changed or updated for the automatic draft, I will have to select a bank account saved on my student account profile or pay in advance. Credit card accounts are not allowed to be saved on my profile. Therefore, if changes are needed, I will need to pay with this new card information in advance or select a bank account on my student profile. CHANGES to the automatic bank draft or card payment MUST occur at least 48 hours PRIOR to the installment draft date(s).

I understand that **INSTALLMENT AMOUNTS MAY NEED TO ADJUST** over time to account for any new charges, payments, or financial aid adjustments but not to exceed the 50% I am eligible to defer. Should my plan need to be increased or decreased, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts. However, if my adjusted amount deferred now exceeds the 50% amount I am eligible to defer, I will be dropped from the plan and asked to reenroll so that I can pay additional amounts towards the down payment considered due at the time of the enrollment. I will not be required to again pay the payment plan setup fee of \$75.00.

I also understand that failure to meet the terms of this agreement may entitle **University of Georgia** to (1) declare the full balance plus late fees immediately due and payable, (2) refuse subsequent registration for any classes and/or withdraw me from the University for the term enrolled, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as applicable attorney fees, legal expenses, and other collection costs are paid in full. In the event I fail to meet my payment obligations under this agreement, I agree to reimburse the **University of Georgia** the fees of any collection agency, which may be based on a percentage of a maximum of 33.3% of the debt and all costs and expenses, including attorney's fees, the University incurs in such collection effort. I understand I may make partial payments in excess or equal to the installment amount to avoid the automatic draft, but these payments must be made at least 48 hours prior to installment draft date. I also understand that if my payment is paid in full, at least 48 hours prior to draft date, then no further automatic drafts will occur.

Installment 1 in the amount of **\$1,093.25 due on 11/15/17.**

Installment 2 in the amount of **\$1,093.25 due on 11/22/17.**

This agreement is dated **Wednesday, November 8, 2017.**

For fraud detection purposes, your internet address has been logged:  
 [REDACTED] at 11/8/17 10:11:37 AM EST

To revoke this authorization agreement you must contact [stuacct@uga.edu](mailto:stuacct@uga.edu).

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

agree to the terms and conditions.

Print Worksheet
Print Agreement
Back
Cancel
Continue

8. 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 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.

Select — Schedule — Payment — Plan Agreement — Agreement

### ACH Payment Agreement

I hereby authorize **University of Georgia** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a **\$30.00** return fee will be electronically debited from my account.

Name: [REDACTED]  
Address:  
Depository:  
WELLS FARGO BANK  
MAC N9301-041  
MINNEAPOLIS, MN 55479  
Routing Number: [REDACTED]  
Account Number: [REDACTED]

This agreement is dated Monday, October 2, 2017.  
For fraud detection purposes, your internet address has been logged: [REDACTED]

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [stuacct@uga.edu](mailto:stuacct@uga.edu)

I agree to the above terms and conditions.

[Back](#) [Cancel](#) [Print Agreement](#) [Continue](#)

9. 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.

## Payment Receipt

- Your changes have been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in TESTING FALL 2017 UGA Payment Defe was processed successfully.

### Payment Confirmation

Payment date:	10/3/17
Payment Time:	14:21:40
Name of Payee:	University of Georgia 424 East Broad St Athens, GA 30602
Name on Bank Account:	██████████
Account number:	██████████
Depository:	WELLS FARGO BANK MAC N9301-041 MINNEAPOLIS,MN 55479
Amount paid:	\$2,474.50
Student name:	██████████
Confirmation Number:	693

Please print this page for your records.



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



Navigation bar: [My Account](#) [Make Payment](#) [Payment Plans](#) [Refunds](#) [Help](#)

### Announcement

**Reminder:**

Fall 2015 payments due August 17th

For further information please visit <http://www.bursar.uga.edu>

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

### Student Account

ID: [REDACTED]

Balance: \$2,186.50

[View Activity](#) [Make Payment](#)

### Payment Plans

TESTING FALL 2017 UGA Payment Defer \$2,186.50

Balance Not Included in Plan \$0.00

### Scheduled Payments

Description	Payer	Date	Method	Amount	Action
TESTING FALL 2017 UGA Paymen -- Installment 1 of 2	[REDACTED]	11/15/17	Payment via PayPath	\$1,093.25	
TESTING FALL 2017 UGA Paymen -- Installment 2 of 2	[REDACTED]	11/22/17	Payment via PayPath	\$1,093.25	

### My Profile Setup

- Authorized Users
- Payment Profile
- Electronic Refunds
- Notifications