Payment Plan Enrollment Instructions

Fall 2018 Enrollment Dates: August 9<sup>th</sup> through August 21<sup>st</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.

**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.**
### Eligible Charges and Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>5,373.00</td>
<td></td>
</tr>
<tr>
<td><strong>Balance</strong>: 5,373.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum deferral amount</td>
<td>2,666.50</td>
<td></td>
</tr>
<tr>
<td>Required down payment</td>
<td>3,186.50</td>
<td></td>
</tr>
<tr>
<td>Additional down payment</td>
<td>500.00</td>
<td></td>
</tr>
</tbody>
</table>

### Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Fee</td>
<td>Due now</td>
<td>75.00</td>
</tr>
<tr>
<td>Down payment</td>
<td>Due now</td>
<td>3,186.50</td>
</tr>
<tr>
<td>Installment 1</td>
<td>11/15/17</td>
<td>1,093.25</td>
</tr>
<tr>
<td>Installment 2</td>
<td>12/22/17</td>
<td>1,093.25</td>
</tr>
</tbody>
</table>

**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.

![Select Payment Method screen]

- 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

<table>
<thead>
<tr>
<th>Amount</th>
<th>$3,201.50</th>
<th>Method</th>
</tr>
</thead>
</table>

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

**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.
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 \textbf{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.

\begin{center}
\includegraphics[width=\textwidth]{image1.png}
\end{center}
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 Plan was processed successfully.

Payment Confirmation

- Payment date: 10/3/17
- Payment Time: 14:21:40
- Name of Payee: University of Georgia
- Address: 424 East Broad St
- City: Athens, GA 30602
- Name on Bank Account: [Redacted]
- Account number: [Redacted]
- Depository: WELLS FARGO BANK
- MAC: N9901-041
- City: MINNEAPOLIS, MN 55479
- Amount paid: $2,474.50
- Student name: [Redacted]
- 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.