

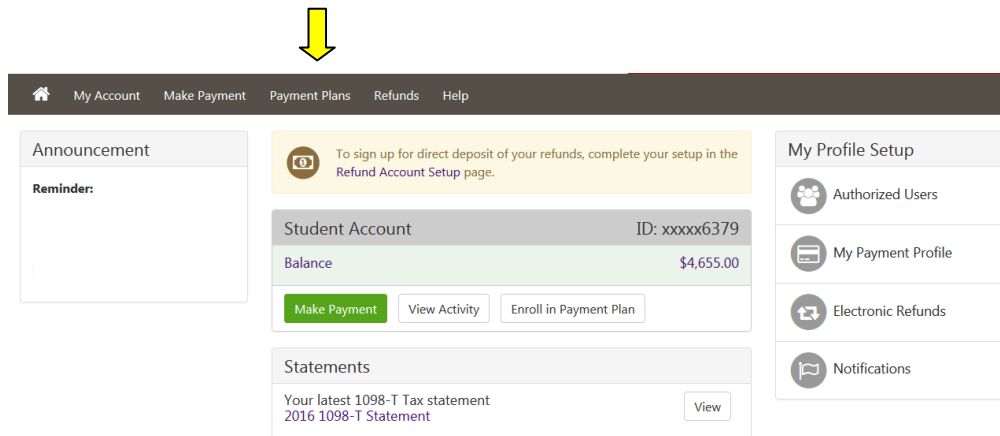
Payment Plan Enrollment Instructions

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.

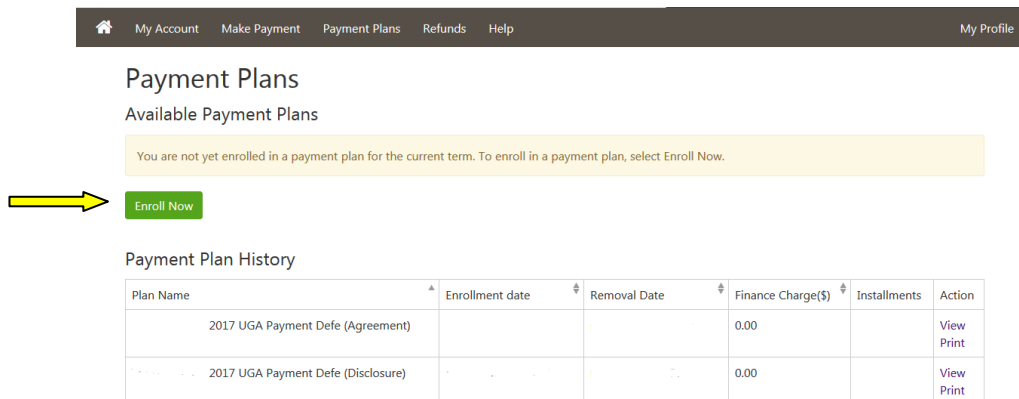
- Graduate Assistants should sign up for our Payroll Deduction plan instead of the University of Georgia Payment Plan during Fall and Spring Semesters.

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



The screenshot shows the Athena Student Account dashboard. A yellow arrow points to the 'Payment Plans' link in the top navigation bar. The dashboard includes sections for Announcements, Student Account (with a balance of \$4,655.00), Statements, and My Profile Setup (with options like Authorized Users, My Payment Profile, Electronic Refunds, and Notifications).

2. Select the Enroll Now button.



The screenshot shows the Athena Payment Plans page. A yellow arrow points to the 'Enroll Now' button. The page displays the 'Payment Plans' section with a message: 'You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.' Below this is a table for 'Payment Plan History'.

Plan Name	Enrollment date	Removal Date	Finance Charge(\$)	Installments	Action
2017 UGA Payment Defe (Agreement)			0.00		View Print
2017 UGA Payment Defe (Disclosure)			0.00		View Print

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

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

Select a term to view available plans:

After you select a term, if multiple accounts display, you must also select the account.

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

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

Select a term to view available plans:

After you select a term, if multiple accounts display, you must also select the account.

Plan allows a student (not on a graduate assistantship) to defer payment for up to 50% of the current term's tuition and mandatory fee charges or the account balance, whichever is less. The deferrable balance is calculated after all actual and expected financial aid is applied to the student's account.
[View full plan description](#)

Term(s):	Spring 2017
Enrollment deadline:	6/20/17
Scheduled payments:	Required
Setup fee:	\$75.00
Minimum down payment:	\$0.00
Number of payments:	2
Payment frequency:	Fixed Dates

- The following screen shows the Eligible Charges and Credits for the Payment Plan. For the full breakdown of amounts, click Display Schedule.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

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	3,100.00	
Fees	55.00	
Balance:		3,155.00
Maximum deferral amount:		1,550.00
Down payment:		<input type="text" value="1605.00"/>

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

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

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	3,100.00	
Fees	55.00	
Parking Permit	40.00	
Balance:		3,195.00
Maximum deferral amount:		1,550.00
Down payment:		1645.00

Recalculate Schedule

Payment Schedule

Description	Due Date	Amount(\$)
Down payment	Due now	1,645.00
Installment 1	6/27/17	775.00
Installment 2	7/10/17	775.00
Total of installments:		1,550.00
Total due now:		1,645.00

Continue | Back | Cancel

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.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Select Payment Method | Payment Plan Agreement

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 Payment Method

Payment method
 Select Payment Method

Select | Back | Cancel

*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.

- The Payment Plan Agreement is displayed showing the UGA Payment Plan details. If you agree to the terms, select the box next to **I Agree**. Click Continue.

Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$1,645.00 as a part of your enrollment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement	Payment Agreement
Please read the following agreement carefully before you continue.				
Finance Charge	The dollar amount the credit will cost you, including all fees.			\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.			\$1,550.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.			\$1,550.00

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.

I, **Rebecca L. Beardall**, hereby agree to schedule an automatic draft from my bank or 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 using the account information I specify at the time of enrollment into this payment plan. I agree to ensure my bank or credit 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, thus, 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 draft or payment in advance 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 adjusted, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts if still eligible. If amount deferred now exceeds the 50% amount you are eligible to defer, you will be dropped from the plan and asked to re-enroll so that you can pay additional costs that are considered due at the time of enrollment. 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 **\$775.00 due on 6/27/17**.
 Installment 2 in the amount of **\$775.00 due on 7/10/17**.

This agreement is dated Wednesday, June 7, 2017.

For fraud detection purposes, your internet address has been logged:
 128.192.144.125 at 6/7/17 3:41:22 PM EDT

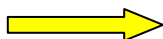
ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact stuacct@uga.edu.
 Print and retain a copy of this agreement.

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

I Agree

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



- The Payment Agreement screen authorizes UGA to draft 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.

My Account Make Payment Payment Plans Refunds Help My Profile

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	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: _____			
Address: _____			
Depository: WELLS FARGO BANK MAC N9301-041 MINNEAPOLIS, MN 55479 Routing Number: 061000227 Account Number: xxxxxx7896			
This agreement is dated Tuesday, June 6, 2017.			
For fraud detection purposes, your internet address has been logged: 128.192.144.125 at 6/6/17 3:30:28 PM EDT			
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			
<input type="checkbox"/> I agree to the above terms and conditions.			
Continue Print Agreement Back 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 change due to additional charges or credit on your account, you will receive an e-mail notification of those changes.

My Account Make Payment Payment Plans Refunds Help My Profile

Payment Receipt


Thank you. 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:	6/6/17
Payment Time:	15:31:35
Name of Payee:	University of Georgia
Name on Bank Account:	
Bank Account Type:	Checking
Account number:	xxxxxx7896
Depository:	WELLS FARGO BANK MAC N9301-041 MINNEAPOLIS,MN 55479
Amount paid:	\$1,680.00
Student name:	
Confirmation Number:	681

Please print this page for your records.

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



My Account Make Payment **Payment Plans** Refunds Help

Announcement

Reminder:

Student Account ID: xxxxx6379

Balance	\$2,500.00
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Payment Plans

TESTING FALL 2017 UGA Payment Defe	\$2,500.00
Charges Not Included in Plan	\$0.00

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

Statements

Your latest 1098-T Tax statement
2016 1098-T Statement [View](#)

My Profile Setup

- [Authorized Users](#)
- [My Payment Profile](#)
- [Electronic Refunds](#)
- [Notifications](#)