Payment Plan Enrollment Instructions

Spring 2018 Enrollment Dates: January 3\textsuperscript{rd} through January 12\textsuperscript{th}

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 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.

![Image showing drop down menu with select term option]

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

![Image showing screen with term details and select option]

**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.**

![Image showing payment plan details]
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.
TESTING FALL 2017 UGA Payment Dele

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.

<table>
<thead>
<tr>
<th>Eligible Charges and Credits</th>
<th>Payment Schedule</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
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<tr>
<td>Tuition</td>
<td><strong>Balance:</strong> 5,373.00</td>
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Back | Cancel | Confirm
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, 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.
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 Date 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 N901-941
  MINNEAPOLIS,MN 55479
- Amount paid: $2,474.50
- Student name: 
- Confirmation Number: 699

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.