Payment Plan Enrollment Instructions –
Summer 2017 Enrollment Dates: May 2\textsuperscript{nd} through May 16\textsuperscript{th}

To sign up for the UGA Payment Plan or if you just want to determine how much you can defer under the Plan, 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 tab.

2. Select the Enroll Now button.
3. Select the payment plan term you are enrolling in.

4. The screen shown below displays. If this is the correct term, click Continue.
5. Select Display Payment Schedule.
6. On the Schedule Payment Plan screen your down payment, if applicable, displays and your Total of Installments. The Total Due Now is the sum of your Down Payment amount plus the $75 enrollment fee. To enroll in the UGA Payment Plan, click Continue. If you do not want to enroll in the payment plan at this time, click Cancel.
7. The Select Payment Method screen displays. Installment amounts and down payments may be paid via ACH or with a major credit card.
8. For ACH, enter your bank account information or select it from the drop down list if you have already saved it as a method of payment. Click Continue.
9. The Payment Plan Agreement is displayed showing UGA Payment Plan details. If you agree, check the “I Agree” box.
Click Continue.
10. The Payment Agreement screen authorizes UGA to immediately draft the down payment from your bank account and draft the installments on their due dates. If you agree, check the “I agree to the above terms and conditions” box.

Click Continue. This enrolls you in the UGA Payment Plan and requests a draft from your bank account for the down payment. If you do not want to enroll at this time, press Cancel.
11. If you enroll, next you will see the Payment Confirmation screen which you should print for your records. You will also receive an e-mail confirming your enrollment and the due dates for installment amounts. If your installment amounts change due to additional charges or credits on your account, you will receive an e-mail notification of those changes.
12. You may access your payment plan on the My Account page.