

Payment Options

Online Payment Options:

E-Check from Checking or Savings Account: University of Georgia offers the ability to make an electronic payment directly from your savings or checking account. This is a fast, **free** and convenient way to make payment on your student account. To make payment using your checking or savings account you will need the following pieces of information:

- Account number
 - Your account number is found on the bottom of the check and can vary in length. If you do not have checks you will need to verify your account number with your financial institution. Please keep in mind this is not the same as your debit card number. See example below.
- Routing Number
 - You will need your financial institution's ACH routing number. If you have paper checks the routing number is found on the bottom of the check, usually to the left of the account number. If you do not have access to a paper check or you are paying from a savings account, ask your bank for its 9-digit routing number. See example below.



Credit Card: University of Georgia uses an outside vendor to process all major credit cards (American Express, Discover, MasterCard and Visa). If you chose to make payment via credit card you will be assessed a nonrefundable per transaction convenience fee of 2.75% (or \$3 minimum).

Mail in Payment

Payments by mail can be made with personal checks, cashier's check or money order. Checks should be made payable to "University of Georgia" and drawn on a U.S. financial institution. Include your full

name as well as your UGAID number with your payment. Payments can be mailed to the following address:

University of Georgia
Bursar & Treasury Services
105 Business Services Building
424 East Broad Street
Athens, GA 30602

In-Person Payments

Payments can be made in person with cash (U.S. Currency only), check, cashier's check or money order in the Bursar & Treasury Services in the Business Service Building, 424 East Broad Street, Athens, GA 30602. Please note that we do not accept in-person credit card payments. Checks should be made payable to "University of Georgia" and drawn on a U. S. financial institution.

529 Plan

Checks should be made payable to "University of Georgia" from a 529 college savings plan and mailed directly to the Bursar & Treasury Services. Please ask the plan provider to note your full name and your UGAID number. Allow 10-14 days from the date requested for the payment to post to your student account.

University of Georgia
Bursar & Treasury Services
105 Business Services Building
424 East Broad Street
Athens, GA 30602

Graduate Student Payroll Deduct

Payroll Deduction is only available to graduate students on assistantship for the payment of tuition, fees and parking permits in the fall and spring semesters. Payroll deduction is not available for tuition and fee payment during the summer semester sessions.

Graduate students who qualify for payroll deduct may elect to have their fees deducted from their payroll check. The deduction for fall semester and spring semester will be deducted in four parts. In the fall, the deductions will be made equally from the September, October, November and December payrolls. In the spring, the deductions will be made equally from the February, March, April and May payrolls.

To qualify for payroll deduction you must be on an assistantship of at least one-third time and be registered under a valid Social Security number. Graduate students who are registered under an invalid Social Security number or a University assigned Student ID number do not qualify for payroll deduction of fees.

Payroll Deduction Enrollment Instructions

Sponsored Billing (Third Party Payments)

Some employers and agencies assist students with their educational costs. With the proper documentation (see billing authorization requirements below) the University of Georgia will bill an outside organization (sponsor) for a student's tuition, fees, room and board, or other charges on the student account system. In order for the University of Georgia to set up the billing with a third party please do the following:

- Contact us before the semester begins to let us know you're a sponsored student. **A billing authorization from your sponsor should be received at least one week prior to the payment deadline.** If we do not have your authorization on file by the deadline, we cannot guarantee that your classes will not be dropped for non-payment.
- Pay any charges not covered by your sponsor by the payment deadline to avoid schedule cancellation.

Billing Authorization Requirements:

We must have a billing authorization from your sponsor on file. An authorization letter or voucher on your sponsor's letterhead, including the original signature of an official authorized to obligate payment by the company/organization.

The University of Georgia requires authorization from your sponsor in order to establish a billing contract to bill your sponsor directly for payment of your student account charges. This billing authorization must:

1. Be written in English under the sponsor's official letterhead.
2. Contain no restrictions or contingencies (for example, if the sponsor requires grades or transcripts prior to payment, the transaction does not qualify as Sponsored Billing so the student is responsible for payment by the billing due date then must seek reimbursement from the sponsor);
3. The authorization letter or voucher must itemize the type of fees and charges that the sponsor will be responsible for like tuition, housing, meal plan, mandatory fees, health insurance, course and lab fees, etc..
4. Stipulate the exact begin and end dates of the period for which the sponsor will pay the student's charges (note: if the sponsor wishes to continue payment after the end date, the sponsor must submit a new Authorization). The voucher will only be valid for one academic year. Your sponsor must submit a voucher each academic year in order to continue the authorization process.
5. Indicate the student's full name and UGAID.
6. Indicate the name, billing address and telephone number and email address of the contact person at the company/organization that is responsible for payment.

Upon receipt of a valid billing authorization, Student Account Services will apply a conditional credit to the sponsored student's account, then bill the sponsor after the drop and add period. Students whose sponsor has not authorized full payment of all tuition and fees are responsible for paying all remaining charges by charges the payment deadline.

Students whose sponsor fails to pay the authorized charges within 60 days from when they are billed will have their conditional credit reversed and be billed for the unpaid charges. A financial hold may be placed on the student's account until the balance is paid in full. Students are encouraged to remain in contact with their sponsor until the terms of the billing authorization have been met.

Billing Authorizations should be mailed to the following address:

University of Georgia
Student Account Services
110 Business Services Building
424 East Broad Street
Athens, Georgia 30602-4227

Or via fax to 706-542-3959