

# Graduate Assistantship Payment Plan Enrollment Instructions

To sign up for the Graduate Assistantship Payment Plan, please follow these instructions.

1. Once you have accessed your Student Account through Athena, select the Payment Plan section in the header or the Enroll in Payment Plan button.

The screenshot displays the Athena Student Account interface. At the top, a navigation bar includes links for My Account, Make Payment, Payment Plans, Refunds, and Help. On the left, an 'Announcement' box contains a link to make an international payment, with a yellow arrow pointing to it. The main content area features a yellow banner for direct deposit setup. Below this, the 'Student Account' section shows the ID, a balance of \$5,584.00, and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Enroll in Payment Plan' button is highlighted with a yellow arrow. The 'Statements' section lists the latest eBill Statement (12/5/17) and the latest 1098-T Tax statement (2018 1098-T Statement), each with a 'View Statements' button.

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

## Payment Plan Enrollment

Select Term   ←

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

## Payment Plan Enrollment

Plan Name	Installments	Action
Fall 2019 - Graduate Assistantship Payment Plan	4	<input type="button" value="Details"/> <input type="button" value="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.

Fall 2019 -Graduate Assistantship Payment Plan

X

Plan allows a student on a graduate assistantship to defer payment of the current term's tuition and fees and parking permit. The deferrable balance is calculated after all actual and expected financial aid is applied to the student's account.

Term(s): Fall 2019

Enrollment deadline: 8/22/19

Scheduled payments: Required

Setup fee: \$0.00

Eligible charges and credits: \$5,134.00

Required down payment: None

Due at enrollment: \$0.00

Number of payments: 4

Installment payments: \$1,283.50

Payment frequency: Fixed Dates

Cancel

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4. The following screen shows the Eligible Charges and Credits for the Payment Plan as well as the Payment Schedule. To enroll in the Graduate Assistantship Payment Plan, click Continue. If you do not wish to enroll in the payment plan at this time, click Cancel.

Fall 2019 - Graduate Assistantship Payment Plan

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	5,134.00	
		<b>Balance: 5,134.00</b>

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. You owe an additional \$450.00 that will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Description	Due Date	Amount(\$)
Installment 1	9/3/19	1,283.50
Installment 2	10/3/19	1,283.50
Installment 3	11/4/19	1,283.50
Installment 4	12/4/19	1,283.50
		<b>Total of installments: 5,134.00</b>

5. 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.

## Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- 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

Method

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

**Electronic Check** - Payments can be made from a personal checking or savings account.

6. 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.

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.	\$5,134.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$5,134.00

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, [REDACTED] hereby agree to schedule an automatic draft from my bank or debit/credit card account to pay the balance deferred as part of this agreement. For the tuition plan, the amount deferred is equivalent to no more than 50% of tuition and mandatory fees assessed. For the graduate assistantship plan, the amount deferred is equivalent to no more than tuition and fees and parking permit charges assessed. As stated in this agreement, the amount deferred will occur in 4 installment payments on the due dates specified for each installment.

I understand that installment payments will be AUTOMATICALLY DRAFTED/CHARGED using the account information I specify at the time of enrollment into this payment plan. I agree to pay the payment plan non-refundable setup fee of \$0.00. I also agree to ensure my bank or 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. Therefore, 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 bank draft or card payment MUST occur at least 48 hours PRIOR to the installment draft date(s).

For the tuition payment plan, 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 increased or decreased, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts. However, if my adjusted amount deferred now exceeds the 50% amount I am eligible to defer, I will be dropped from the plan and asked to re-enroll so that I can pay additional amounts towards the down payment considered due at the time of the enrollment. I will not be required to again pay the payment plan setup fee.

For the graduate assistantship payment plan, 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 amount I am eligible to defer. Should my plan need to be increased or decreased, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts. However, if my adjusted amount deferred now exceeds the max amount I am eligible to defer, I will be dropped from the plan and asked to re-enroll so that I can pay additional amounts towards the down payment considered due at the time of the 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 15% 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 **\$1,283.50 due on 9/3/19**.

Installment 2 in the amount of **\$1,283.50 due on 10/3/19**.

Installment 3 in the amount of **\$1,283.50 due on 11/4/19**.

Installment 4 in the amount of **\$1,283.50 due on 12/4/19**.

This agreement is dated 7/18/19 2:39:56 PM CDT.

For fraud detection purposes, your internet address has been logged:

██████████ at 7/18/19 2:39:56 PM CDT

To revoke this authorization agreement you must contact [stuacct@uga.edu](mailto:stuacct@uga.edu).

Print and retain a copy of this agreement.

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

### Payment Plan Agreement

You must scroll through the full agreement and select "I agree" to continue.

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.	\$5,134.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$5,134.00

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, ██████████, hereby agree to schedule an automatic draft from my bank or debit/credit card account to pay the balance deferred as part of this agreement. For the tuition plan, the amount deferred is equivalent to no more than 50% of tuition and mandatory fees assessed. For the graduate assistantship plan, the amount deferred is equivalent to no more than tuition and fees and parking permit charges assessed. As stated in this agreement, the amount deferred will occur in 4 installment payments on the due dates specified for each installment.

I understand that installment payments will be AUTOMATICALLY DRAFTED/CHARGED using the account information I specify at the time of enrollment into this payment plan. I agree to pay the payment plan non-refundable setup fee of \$0.00. I also agree to ensure my bank or 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. Therefore, 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 bank draft or card payment MUST occur at least 48 hours PRIOR to the installment draft date(s).

For the tuition payment plan, 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 increased or decreased, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts. However, if my adjusted amount deferred now exceeds the 50% amount I am eligible to defer, I will be dropped from the plan and asked to re-enroll so that I can pay additional amounts towards the down payment considered due at the time of the enrollment. I will not be required to again pay the payment plan setup fee.

For the graduate assistantship payment plan, 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 amount I am eligible to defer. Should my plan need to be increased or decreased, a follow up email will be sent to indicate my plan has been adjusted and reflect the new amounts. However, if my adjusted amount deferred now exceeds the

I agree to the terms and conditions.

Print Worksheet

Print Agreement

Back

Cancel

Continue



7. 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 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.

### ACH 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, I understand that a **\$30.00** return fee will be electronically debited from my account.

Name: [REDACTED]  
Address:

Depository: WELLS FARGO BANK  
MAC N9301-041  
MINNEAPOLIS, MN 55479  
Routing Number: [REDACTED]  
Account Number: [REDACTED]

This agreement is dated 7/18/19 2:41:38 PM CDT.  
For fraud detection purposes, your internet address has been logged: [REDACTED] at 7/18/19 2:41:38 PM CDT

**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](mailto: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 to the above terms and conditions.



8.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.

9.You may access your payment plan from your Student Account main page on the Payment Plans header or under the Scheduled Payments section.

The screenshot shows a student account dashboard with a dark navigation bar at the top containing links for 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. On the left, an 'Announcement' box contains a link to 'international payment', with a yellow arrow pointing to it. The main content area includes a yellow banner for direct deposit, a 'Student Account' summary showing a balance of \$5,584.00 and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. Below this is a 'Payment Plans' section showing a 'Fall 2019 - Graduate Assistantship Payment Plan' with a balance of \$5,134.00 and a separate 'Balance Not Included in Plan' of \$450.00. The bottom section is 'Scheduled Payments', which contains a table with columns for Description, Payer, Date, Method, Status, Amount, and Action. A yellow arrow points to the first row of the table.

Description	Payer	Date	Method	Status	Amount	Action
Fall 2019 - Graduate Assista -- Installment 1 of 4	[REDACTED]	9/3/19	Checking	Scheduled	\$1,283.50	[Settings]
Fall 2019 - Graduate Assista -- Installment 2 of 4	[REDACTED]	10/3/19	Checking	Scheduled	\$1,283.50	[Settings]
Fall 2019 - Graduate Assista -- Installment 3 of 4	[REDACTED]	11/4/19	Checking	Scheduled	\$1,283.50	[Settings]
Fall 2019 - Graduate Assista -- Installment 4 of 4	[REDACTED]	12/4/19	Checking	Scheduled	\$1,283.50	[Settings]