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 from your bank account as opposed to using your debit card which carries a convenience fee. Please do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. 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. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check. 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.

CARD Payments (Credit/Debit): The University of Georgia partners with an external vendor to handle transactions for all debit and major credit cards (American Express, Discover, MasterCard, and Visa). If you opt to pay via credit or debit card, a nonrefundable convenience fee will be applied per transaction. This fee is 3% (or a minimum of $3) for domestically issued cards and 4.25% (or a minimum of $3) for internationally issued cards.

Mail in Payment

Payments by mail can be made with personal checks, cashier's checks 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 UGA ID 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 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 Payments

Selected 529 Plans now have an Electronic Payment Option, for a small associated fee, where funds can be sent directly to the university.

- Payments should NOT exceed the current amount due for the **TERM**
- Electronic Payment Option Available directly to UGA for SOME State 529 Plans with a **small associated fee**
- Electronic Option is MUCH FASTER (estimated 2-4 days)
- UGAID number of students is required to be entered for 529 Electronic Payment

Check Option 529 Plan Payments

- Please allow 10-14 days for processing
- Checks should be made payable to "University of Georgia"
- Payments should NOT exceed the current amount due for the **TERM**
- Please ask the plan provider to include student's full name and **UGAID number** on the check
- Checks should be mailed to the following address:

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

Please contact your 529 plan provider if you have additional questions regarding your plan.

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 are 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, GA 30602-4227

Or via fax to 706-542-3959

International Payments

University of Georgia has partnered with Flywire for international payments. Payments may be made via wire transfer or other international payment options through Flywire's International Payment Portal.

The portal allows you to:

- Execute, track and confirm your international payment online
- Choose payment options from your home country
- Access a 24/7 multilingual Customer Support Team
- Save on bank fees and ensure the best exchange rates with Flywire's Best Price Guarantee

How Long Does It Take for Funds to Arrive?

The time for your payment to reach UGA will vary depending on the country and payment method that you select. Estimated dates of arrival are available in your student dashboard on Flywire's website. Confirmation emails are sent by Flywire throughout the payment process. Please allow UGA up to 48 hours to post your payment to your student account upon delivery by Flywire.

How to Make an International Payment to UGA:

1. Go to Flywire's International Payment Portal to begin your payment.
2. Select the country you are paying from and your preferred payment method.
3. Enter your payment details and confirm your payment booking.
4. Receive instructions on how to complete the payment process, depending on your payment method.
5. Track your payment online from start to finish with your Flywire Dashboard and access to Flywire's multilingual Customer Support Team.

Please Note: If funds in excess of your student account balance are sent to UGA, the excess amount may only be returned to the originator. Funds sent through Flywire may be assessed a fee to process any returns.

24/7 Customer Support
Phone: 1-800-346-9242
Email: support@flywire.com
International Phone Numbers & Frequently Asked Questions