**12.1 Payment Methods**

**Policy Statement**
The Bursar’s Office is responsible for the collection of all student account balances and thus will provide a number of various methods in which payment can be made.

**Procedures**
The Bursar’s Office offers a number of ways for students to pay online, by mail or in person. A student or authorized user may log on to the student account to pay online using their credit card and/or WebCheck. Payment methods accepted in the office include cash, check, money order, and traveler’s checks. Payment via check can be mailed to the Bursar’s Office, Rm.105, Business Services Building, 424 E. Broad St., Athens, GA 30602-4227. Student Account balances can also be satisfied with Financial aid (loans, grants and scholarships including HOPE), and other sponsorships (direct billing to third parties or grant accounts). Payroll deduction is an option to pay for tuition and parking permits only for eligible graduate assistants and only for fall and spring semester.

**Forms/Instructions**
- Student Account
- Instructions for Making Payment
- Acceptable Forms of Payment
- Tips for Paying with WebCheck
- Financial Aid Disbursement Policy

**Additional contacts**
stuacct@uga.edu; bursar@uga.edu; (706) 542-2965

**Policy definitions**

**Student Account**
The Student Account is a centralized billing and payment system that includes charges such as tuition and fees, lab/course fees, residence hall rent, food service, parking permits, parking fines and other campus charges.

**Credit Card**
The University accepts Mastercard, American Express and Discover. Please note there is an additional 2.75% assessed to the amount being charged when this payment option is used.

**WebCheck**
Payment method allowing students to pay from their checking accounts electronically through the Student Account. There are no additional fees associated with this payment method.

**Payroll Deduct**
Payroll deduct allows eligible graduate assistantship students to divide their semester tuition and fees and parking permit into 4 separate payments that will be deducted from 4 paychecks. Students must elect payroll deduct every semester as it is not automatically done. Payroll Deduct is not an option for Summer term.

**Responsibilities**

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President and Controller

**Policy Owner:** Bursar's Office Division
Policy Contact: Lisa McCleary
Phone Number: 706-542-2965
Responsibilities: It is the responsibility of each student to ensure that their Student Account is paid in full with sufficient funds.

Payment of Student Accounts (Tuition, Fees, Housing, Food Services, etc.) | Returned Payments

Policy Dates
Effective Date:

Date Last Updated: 03/22/2013

Date of Last Review:

Date of Approval:

Previous Version of Policy: