STUDENT BILL AND PAYMENT INSTRUCTIONS
FOR PAYING SPRING 2016 SEMESTER CHARGES

To confirm your Spring 2016 registration, pay the total amount due on the student bill by Friday, January 15, 2016.

Payment may be made by cash, personal or certified check, money order, Visa, MasterCard, Discover, American Express, or University-approved financial aid.

<table>
<thead>
<tr>
<th>By Mail →</th>
<th>UNCG Cashiers and Student Accounts Office →</th>
<th>Instructions for Payment by Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>• check</td>
<td>P.O. Box 26170</td>
<td></td>
</tr>
<tr>
<td>• money order</td>
<td>Greensboro, NC 27402-6170</td>
<td></td>
</tr>
<tr>
<td>• financial aid</td>
<td>• Include your 9-digit University ID number on all checks or money orders.</td>
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<td></td>
<td>• Pay the exact amount owed. Do not mail cash.</td>
<td></td>
</tr>
<tr>
<td>In Person →</td>
<td>UNCG Cashiers and Student Accounts Office</td>
<td></td>
</tr>
<tr>
<td>• cash</td>
<td>151 Mossman Building</td>
<td></td>
</tr>
<tr>
<td>• check</td>
<td>Campus</td>
<td></td>
</tr>
<tr>
<td>• money order</td>
<td>financial aid</td>
<td></td>
</tr>
<tr>
<td>• financial aid</td>
<td>• Make your check or money order payable to UNCG.</td>
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<tr>
<td></td>
<td>• Address your payment to the UNCG Cashiers and Student Accounts Office only. Do not send it to any other UNCG office or just to UNCG.</td>
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</tr>
<tr>
<td>By Internet →</td>
<td>Access the Student Account Center through UNCGenie</td>
<td></td>
</tr>
<tr>
<td>• electronic check</td>
<td>(detailed payment instructions listed on the next page)</td>
<td></td>
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<tr>
<td>• credit card (with a 2.75% convenience fee)</td>
<td>• If you have questions about your student bill, you may e-mail the Cashiers and Student Accounts Office at <a href="mailto:cashier@uncg.edu">cashier@uncg.edu</a>.</td>
<td></td>
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<tr>
<td>• financial aid</td>
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</table>

TuitionPay Payment Plans

• If your TuitionPay plan is not reflected on this bill, please contact the Cashiers and Student Accounts Office.
• Enrollment in the TuitionPay plan does not cover outstanding charges from the previous semester, parking fines, library charges, etc.
• Outstanding balances from your Fall 2015 TuitionPay contract cannot be carried into the Spring 2016 TuitionPay contract.
• The deadline to set up your TuitionPay contract was Friday, December 11, 2015. If you are in need of a payment plan for this semester, please contact the Cashiers and Student Accounts Office directly.

To verify if your Spring 2016 registration has been confirmed, access the UNCGenie link located on UNCG’s homepage (www.uncg.edu) and login to the secure area. Click Student Services and Financial Aid and then Payment Confirmation. Select the term and click Submit. If your registration has not yet been confirmed, please make certain your balance is settled in full by the payment deadline.

Students wishing to have personal information, such as name and address, withheld from the campus directory and from being released to outside agencies must complete a Suppressed Information Request. Forms may be completed in either the Registrar’s Office or in the Division of Continuing Learning.
Instructions for Payment by Internet

Online payments through the Student Account Center:

- Login for Students:
  - Go to www.uncg.edu and click UNCGenie.
  - Click Enter Secure Area. Type in University ID number and PIN and click Login.
  - Click Student Account Center.

- Login for Authorized Users:
  - Go to www.uncg.edu and click UNCGenie.
  - Click Student Account Center. Type in e-mail address and password and click Login Now.

- Once on the Student Account Center homepage, under My Account, click Make a Payment or click on the Payments tab at the top of the page and click Make a Payment.
- Select the Current Account Balance option and enter the dollar amount to be paid. It is optional to enter a notation in the Memo block. Click Continue.
- Verify the Payment Amount, choose the Payment Method, and click Select. If paying by Electronic Check, enter the banking information and click Continue. If paying by Credit Card, click Continue to PayPath and proceed with the step-by-step payment instructions. If a card is used to make payment, please consider a 2.75% convenience fee (minimum of $3.00) will be assessed.

Financial Aid

The Cashiers and Student Accounts Office determines aid deferability.

- Pay the “amount due” shown on your bill. The amounts for your Spring 2016 charges and anticipated Spring 2016 aid have been combined to produce a net amount for Spring 2016.
- All previous balances MUST be paid by January 15, 2016 and cannot be paid by Spring 2016 financial aid.
- If a third party source is paying your bill, it is your responsibility to make sure the appropriate paperwork is in the Cashiers and Student Accounts Office by January 15, 2016.
- If you are receiving Title IV financial aid, make certain you have completed the online Title IV Authorization Form. You may access this form by logging into the secure area of UNCGenie, click Student Services and Financial Aid, and then click Financial Aid Title IV Authorization. Select your options for Sections A and B and click Submit.

Outside Scholarship Fund

- Scholarship checks must be received at UNCG by January 15, 2016 to defer your Spring 2016 charges.
- Official notification from scholarship donors will be accepted as anticipated credit.
- The Cashiers and Student Accounts Office will notify the students who have funds that require endorsement.

If financial aid has not been applied to your bill, it could be for one of the following reasons:

- Your financial aid file is not complete. Please review your information on UNCGenie’s Financial Aid section or contact the Financial Aid Office at 336-334-5702.
- The award type is not deferrable.
- No notification of the outside scholarship was received by UNCG.
- Your failure to meet Satisfactory Academic Progress.
- If you are using a Stafford and/or Parent PLUS Loan to cover your bill, please insure that you have accepted your Stafford Loan online and/or completed the PLUS process and/or Master Promissory Note online at www.studentloans.gov.

Important Information

Be aware that the following will result in cancellation of your Spring 2016 registration:

- Non-payment of your bill by January 15, 2016.
- A partial payment of your bill.
- A returned check.
- Making incorrect room and/or meal plan adjustments.
- Not meeting the conditions of your TuitionPay contract.

Before making any room and/or meal plan adjustments to your bill, please contact:
UNCG Office of Housing & Residence Life, Ragsdale-Mendenhall Residence Hall, Greensboro, NC 27412-5001
336-334-5636

Student Health Insurance:

If your bill contains a charge for a health insurance premium and you already have coverage, a waiver process must be completed. Login to www.bcbsnc.com/unCG to complete this waiver. If you have any questions regarding this waiver process, please contact the Student Health Center at 336-334-5759.