

STUDENT BILL AND PAYMENT INSTRUCTIONS

FOR PAYING SPRING 2017 SEMESTER CHARGES

To confirm your Spring 2017 registration, pay the total amount due on the student bill by:

MONDAY, JANUARY 23, 2017

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

BY MAIL

Mail a **check** or **money order** to:
UNCG Cashiers and Student
Accounts Office
P.O. Box 26170
Greensboro, NC 27402-6170

IN PERSON

Pay with **cash**, **check**, or **money order** at:
UNCG Cashiers and Student Accounts
Office
151 Mossman Building, Campus

ONLINE

Pay online with either **credit card** (with a 2.75% service fee) or **electronic check**. Access the Student Account Center through UNCGenie and follow the online payment instructions listed below.

Mailing Instructions

- ◆ Include your 9-digit **University ID number** on all checks or money orders.
- ◆ Pay the **exact** amount owed. **Do not mail cash.**
- ◆ Make your check or money order **payable to UNCG.**
- ◆ Address your payment to the **UNCG Cashiers and Student Accounts Office**. Do not send it to any other UNCG office or just to UNCG.

Online Payment Instructions using 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 the 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, a **2.75% service fee** (minimum of \$3.00) will be assessed.

Registration Confirmation

To verify if your Spring 2017 registration has been confirmed, login to the secure area of UNCGenie from UNCG's homepage, www.uncg.edu. 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.



THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

Cashiers and Student Accounts Office
P.O. Box 26170, Greensboro, NC 27402-6170
151 Mossman Building, Campus
Phone 336-334-5831
Toll-free 877-286-8250
Fax 336-334-4178
cashier@uncg.edu