**STUDENT BILL AND PAYMENT INSTRUCTIONS FOR PAYING FALL 2019 SEMESTER CHARGES**

To confirm your Fall 2019 registration, pay the total amount due on the student bill by **TUESDAY, JULY 30, 2019**

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 2.85% service fee) or electronic check. Access the Student Account Center through UNCGenie and follow the online payment instructions listed below.

* Mailing Instructions

- The check or money order must include your 9-digit **university ID number** and be made **payable to UNCG**.
- Pay the **exact** amount owed. **Do not mail cash**.
- Payment **must be received** by the payment deadline. Allow for sufficient mailing time.
- Address your payment to the **UNCG Cashiers and Student Accounts Office**. Do not send it to any other office or just to UNCG.

**Online Payment Instructions Using the Student Account Center**

- **Login for Students:**
  - Go to uncg.edu and click on the UNCGenie System icon.
  - Click Enter Secure Area. Type in User ID and PIN and click Login.
  - Click Student Account Center.

- **Login for Authorized Users:**
  - Go to uncg.edu and click on the UNCGenie System icon.
  - Click Student Account Center. Type in Email and Password and click Login.

- Once on the Student Account Center homepage, view your balance and click Make Payment or click on the Make Payment tab at the top of the page.
- Select the Current Account Balance option and enter the dollar amount to be paid. Click Continue.
- Verify the Payment Amount, select the Payment Method, and click Continue. If paying by electronic check, enter the specified information and click Continue. If paying by credit card, confirm the details on the screen, make changes if necessary, and click Continue to PayPath to proceed with the step-by-step payment instructions. If a card is used to make payment, a **2.85% service fee** (minimum of $3.00) will be assessed.

**Registration Confirmation**

To verify if your Fall 2019 registration has been confirmed, login to the secure area of UNCGenie from UNCG’s homepage, 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.

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**UNCG**

Cashiers and Student Accounts Office
P.O. Box 26170, Greensboro, NC 27402-6170
151 Mossman Building, Campus
Phone 336-334-5831 or toll-free 877-286-8250
Fax 336-334-4178
cashier@uncg.edu  csh.uncg.edu
The Cashiers and Student Accounts Office determines if financial aid can defer your bill.

- **Pay the “amount due” reflected on your bill by July 30, 2019.** The amounts of your Fall 2019 charges and anticipated Fall 2019 financial aid have been combined to produce a net amount due for Fall 2019.
- **All previous balances** **MUST** be paid by **July 30, 2019** and cannot be paid by Fall 2019 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 **July 30, 2019**.
- **If you are receiving Title IV (federal) 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 Funds**

- Scholarship checks and/or official notification from scholarship donors of forthcoming scholarship payments must be received at UNCG by **July 30, 2019** to defer your Fall 2019 charges.
- 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 or there is an unmet requirement. Please review your information in the Financial Aid section of your UNCGenie account or contact the Financial Aid Office at 336-334-5702 or finaid@uncg.edu.
- 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 Direct and/or Parent PLUS Loan to cover your bill, please make certain you have accepted your loan online and/or completed the PLUS process and/or Master Promissory Note online at studentloans.gov.
- **NOTE:** You must be enrolled at least half-time for federal loans to be authorized to your student account.

**Payment Plan**

- Enroll online in the **Student Account Center.** The 5 payment plan must be set up between **July 8-July 16.** The 4 payment plan must be set up between **July 17-July 30.** The first installment and $35 set-up fee are due immediately upon set-up.
- Plans are **real-time** and must be set up for the current outstanding balance reflected on the student account.
- Outstanding balances from a prior semester **cannot** be carried into the Fall 2019 payment plan.
- Only **one plan** may be set up per student per semester.
- Questions regarding the payment plan may be directed to the Cashiers and Student Accounts Office.

**Important Information**

- Be aware that the following may result in cancellation of your Fall 2019 registration:
  - **Non-payment** or a partial payment of your bill by **July 30, 2019.**
  - A returned check.
  - Not meeting the conditions of your payment plan.
- Before making any **room and/or meal plan adjustments** to your bill, please contact Housing and Residence Life, Ragsdale/Mendenhall Residence Hall, P.O. Box 26170, Greensboro, NC 27412-5001, phone 336-334-5636.
- **Student Health Insurance** - If your bill contains a charge for a health insurance premium and you already have coverage, an online waiver process must be completed. Login to studentbluec.com/uncg to complete this waiver. If you have any questions regarding this waiver process, please contact Student Health Services at 336-334-5759.

**Suppression of Directory Information for Students**

Under FERPA, students have the right to request in writing that the disclosure of directory information be withheld from persons outside the university. To suppress your name from the University Directory and Campus Information, complete a suppression of personal information form with the Registrar’s Office. This form may be found online at reg.uncg.edu/policies/suppression.